



# STUDENT HANDBOOK

FALL 2018 RELEASE

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# **§1**

## **PREAMBLE**

This Student Handbook of the Chapman University Dale E. Fowler School of Law is binding on all students. The Handbook is subject and subordinate to all applicable federal and state laws, any and all Standards for Approval of Law Schools and Interpretations of the American Bar Association, all standards for accreditation by the Western Association of Schools and College, and any applicable standards by the State Bar of California. This Handbook may be revised as necessary from time to time to conform to applicable laws, rules and regulations, standards for accreditation, law school policy and procedure changes approved by the law school faculty, and Chapman University policies. All students are deemed to know the contents of this Handbook in its current reiteration as so revised.

## §2 DATES AND TIMES

### §2.1 ACADEMIC CALENDAR

#### Fall Semester - 2018

Required Orientation for 1L, Transfer, and Visiting Students	August 15 – 17
First Day of Instruction	August 20
Last Day for Add/Drop	August 24
Labor Day Holiday (Campus closed)	September 3
Last Day of Instruction	November 28
Thanksgiving Holiday (Campus closed)	November 22-November 23
Reading Period	November 29 –December 3
Reading Period First Year Students	November 29– December 4
Final Examinations	December 4 – December 14
University Winter Break (Campus closed)	December 22-January 1

#### Spring Semester - 2019

First Day of Instruction	January 7
Last Day for Add/Drop	January 11
Martin Luther King Day-Campus Holiday	January 21
Spring Break (no classes)	February 25 – March 1
Last Day of Instruction	April 22
Reading Period	April 23 - 28
Reading Period First Year Students	April 23 – April 30
Final Examinations	April 29 – May 10
Commencement	(tentative) May 17
Memorial Day (campus closed)	May 27

#### Summer Semester – 2019

First Day of Instruction	June 3
Last Day for Add/Drop	June 7
Independence Day Holiday (campus closed)	July 4-5
Last Day of Instruction	July 19
Reading Period	July 22 - 23
Final Examinations	July 24-July 26



**§3**

**SECTION 3 HAS BEEN INTENTIONALLY  
DELETED**

## §4

# FOWLER SCHOOL OF LAW POLICIES

## §4.1 ACADEMIC POLICIES & PROCEDURES

### §4.1.1 PREAMBLE

The following Academic Policies and Procedures, as adopted by the faculty of the Chapman University Dale E. Fowler School of Law, are intended to be in accordance with our present understanding of the Standards for Approval of Law Schools and Interpretations of the American Bar Association (ABA). In the process of development of the Law School, it may be necessary to adapt these policies and procedures to comply with these ABA Standards. *NOTE: For purposes of these Academic Policies and Procedures, the term “semester” excludes both Summer and Interterm Sessions.*

### §4.1.1A SUBMISSION OF UNDERGRADUATE TRANSCRIPTS

All deposited students must submit their undergraduate transcripts indicating degree conferral to the Office of Admission by August 1. Absent a determination by the Associate Dean of Academic Affairs and Associate Dean of Administration that an extension is warranted due to extraordinary circumstances, any student who has not submitted an undergraduate transcript indicating degree conferral by October 15 will be administratively withdrawn from the J.D. program on October 16. Extensions will only be granted in which extraordinary circumstances – through no fault of the student- - may make it impossible for the student to meet the October 15 deadline.

### §4.1.2 GRADUATION REQUIREMENTS

A. Chapman University Fowler School of Law confers the degree of Juris Doctor (J.D.) upon its qualified graduates. A student shall be a qualified graduate upon satisfying the following requirements:

1. The successful completion of 88 semester hours of course work, including all required courses. In compliance with ABA Standard 310, a “credit hour” or “semester hour” or “credit” is an amount of work that reasonably approximates:
  - a. Not less than 50 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for a final examination), or the equivalent amount of work over a different amount of time; or
  - b. At least an equivalent amount of work as required in subparagraph a for other academic activities, including simulations, externships, field placements, clinical and other academic work for which units of credit are awarded.

2. Credit for courses will only be awarded where a student receives a grade of 0.7 or above in the course;
3. The maintenance of a cumulative grade point average of at least 2.0; and
4. The completion of six semesters in residence (or the equivalent) if a full-time student or eight semesters in residence (or the equivalent) if a part-time student.

**B.** Of the 88 credits needed for graduation, of which a number are satisfied by required courses, no more than 16 credits may be acquired through externships, non-law graduate level courses or co-curricular activities, see §4.1.14. The list of required courses is subject to change by the law school faculty when reviewing and revising the law school curriculum. Note: the required courses a student must take in order to graduate is dependent, at least in part, on the student's cumulative grade point average at the end of the student's first year and/or the student's class rank at the beginning of the student's final full year of law school. Based on these factors, the minimum number of credit hours in required courses may increase significantly depending upon the student's performance in law school. In addition, the number of ungraded credits may drop from 16 credits to 7 credits depending on the student's cumulative grade point average at the end of the student's first year.

1. **First-Year Curriculum:** Required courses include the first-year full time curriculum: Contracts I & II, Torts I & II, Civil Procedure I & II, Civil Procedure Lab, Property, Legal Analysis Writing and Research I & II, and Criminal Law. Part time students take all of these courses except Criminal Law and Contracts I & II.
2. **Upper Level Curriculum:** Upper-level required courses include Federal Income Taxation (which must be taken in a student's second year of law school); Corporations or Business Associations; Constitutional Law, Evidence, Professional Responsibility, and Practice Foundations Transactions. Students who took a full time first year course of study must take Practice Foundations-Transactions in their second year, and those who were part time students during their first year must take this course during their third year of legal study.

Students must complete two (2) Practical (Practice-Oriented) Writing requirements.

Students entering in Fall 2016 or thereafter must take at least two credits from a list of prescribed experiential courses that include but are not limited to Trial Practice, Client Interviewing & Counseling, Negotiations, Mediation, Arbitration, Clinics, Law and Motion, and Pre-Trial Civil Practice. These courses are marked as "experiential" courses, as defined by ABA Standard 303(a)(3), in the registration materials.

Students entering prior to Fall 2016 must take at least one course from a list of

prescribed skills courses that include but are not limited to Trial Practice, Client Counseling, Negotiations, Mediation, Externships, Clinics, and Pre-Trial Civil Practice. These courses are marked as “lawyering skills” courses in the registration materials.

Required courses for students that have a cumulative GPA below 2.6 at the end of their first year of law school (either full or part time study) and transfer students designated by the Associate Dean for Academic Affairs also include: Criminal Procedure/Police Practices, Remedies, and Wills & Trusts. In addition, students must take Legal Writing Skills as a condition of graduation if they received a grade of 1.9 or below in Legal Analysis Writing and Research I or II (previously Legal Research and Writing), if their LRW professor for either of these courses recommends that the student take Legal Writing Skills, or if they are a transfer student and are required to do so by the Associate Dean for Academic Affairs.

Students with a GPA below 2.6 at the end of their first year of law school may not earn credits for graduation through Directed Research.

**3. The following requirements for graduation are not subject to variance or waiver unless otherwise provided in the academic rules:**

- a. Required number of hours.
- b. The requisite grade point average.
- c. Required courses.
- d. Residency credit.
- e. Writing requirements.

In exceptional circumstances, a variance to the rules for additional upper level required courses may be granted, upon petition and at the discretion of the Associate Dean for Academic Affairs in consultation with faculty members when appropriate.

- 4. Non-graded credits:** For students with a cumulative GPA of 2.6 or above at the end of their first year of law school (full or part time study), no more than 16 of the credits needed for graduation may be acquired through ungraded courses such as externships, non-law graduate level courses or co-curricular activities, §4.1.14. For students with a cumulative GPA below 2.6 at the end of their first year of law school (full or part time study), no more than seven (7) credits may be acquired through ungraded courses such as externships, non-law graduate level courses or co-curricular activities, §4.1.14.

**Additional Graduation Requirements:** Beginning with registration for the Fall Semester of 2018, all students entering their final year of law study ranked in the bottom 25% of their class **MUST** take Selected Topics in American Law in the fall semester and **MUST** take Legal Analysis Workshop in the spring semester. Because of the helpful and

important nature of Selected Topics in American Law, all students are strongly encouraged to enroll even if it is not required.

- 5. Residency Credits:** To graduate, a student must receive at least six residence credits. No more than one residence credit may be earned in a single semester.
- a. In a given semester during the regular academic year, to receive one residence credit, a student must receive credit for at least 12 credit hours of course work. Part-time students must be enrolled in a minimum of 8 credit hours of course work throughout a Fall or Spring semester and must satisfactorily complete and receive credit for at least 5 of those credit hours in order to earn fractional residence credit in a given semester. A student who in a given fall or spring semester is not enrolled throughout the semester in at least 8 credit hours of course work will receive no fractional residence credit for that semester. If a student in a given semester is enrolled throughout the semester in at least 8 credit hours of course work and receives credit for at least 5 credit hours of course work but less than 12 credit hours of course work, the student will receive fractional residence credit only in the ratio that the credit hours earned bear to the minimum of 12 credit hours required for a full residence credit.
  - b. To receive fractional residence credit in a given summer term, a student must receive credit for at least 3 credit hours of course work during the summer session. A maximum of one-half (0.5) residence credit may be earned for course work completed during a given summer session. Subject to the limitation that no more than one-half of a residence credit may be earned for study during a summer session, a student who receives at least 3 credit hours of course work will receive residence credit in the ratio that the credit hours earned bear to the minimum of 12 credit hours required for a full residence credit in a semester during the regular academic year.
  - c. For summer study abroad programs, the rules regarding residence credit for study during a summer session will apply.

**6. Professional Development Graduation Requirement:**

- a. The goal of Professional Development training is to provide students with exposure to the perspectives of successful practitioners and the core competencies now being required of lawyers, as well as the variety of practice settings in which students can explore career options. In addition, student training will also address professional conduct during law school in preparation of your transition into practice and includes training in job search skills and career planning that allows students to practice the concepts they are learning as they interact with their professors, practitioners, career counselors, and prospective employers.

Students must complete five (5) sessions of Professional Development training to be eligible to graduate from Chapman University Dale E. Fowler

School of Law, and they are strongly recommended to meet with a career counselor at least once a year to (1) clarify their career goals, (2) develop an action plan to meet their professional career goals; and (3) ensure that they are on track to complete all of their Professional Development sessions to meet the graduation requirement:

- i. The Career Services Office (“CSO”) administers the Professional Development Graduation Requirement.
  - ii. The five (5) required sessions will be satisfied by mandatory trainings in the first year.
  - iii. Students who do not comply with the above requirements by the end of the applicable academic year may be required to complete additional Professional Development sessions beyond what are otherwise required above at the sole discretion of the Associate Dean for Academic Affairs and/or the Associate Dean of Student Affairs.
- b. Programs and events that qualify as a Professional Development session will appear on the CSO’s Calendar of Events.
- c. Tracking Professional Development Sessions
- i. Every program or event held on campus for which Professional Development sessions are offered will be overseen by a CSO representative who will maintain an attendance record for that event.
  - ii. Because the Professional Development events are a graduation requirement, they are events for which attendance counts. As a result, it is an Honor Code offense to misrepresent one’s own or another’s attendance or absence from such an event. This would include signing in for an event and leaving before the event’s conclusion. To receive credit for participation in a Professional Development event, students must arrive on time, sign-in, and stay for the entire presentation. If a student leaves a Professional Development event early or arrives late, they will receive no credit.
  - iii. To assist students in tracking their sessions, the CSO has created a Professional Development Personal Log form that is available at <http://www.chapman.edu/law/careers>. As an attorney, students will also need to track and record their attendance at MCLE programs and report attendance to their state bar to maintain their license. Similarly, students will need to track their attendance at Professional Development programs throughout their time in law school.

### C. Compliance with ABA Standard 310

For the ABA Standard 310 Compliance Policy of the Fowler School of Law, see Section 7.7 of the Student Handbook.

### D. THE WRITING REQUIREMENT

**General Requirements:** Prior to graduation, all students must satisfactorily complete two practice-oriented writing courses as defined below. Ordinarily, students should satisfactorily complete one writing project in each of their second and third years of law school.

#### **The Practice-Oriented Writing Requirement:**

Students may satisfy the practice-oriented writing requirement by the production of one or more documents that require students to engage in the kind of legal writing that lawyers undertake in the practice of law. The writing assignments must be designed to develop the students' practical legal writing skills, and must be of the scope and complexity ordinarily suitable as a writing sample appropriate for submission to a potential employer. Practice-oriented writings include both litigation-type documents and transactional documents. Examples of documents that likely would qualify as a practice-oriented writing (because of the amount of writing and independent analysis involved) include, but are not limited to, legal memoranda, motions, briefs, opinion letters, settlement agreements, and discovery documents that require more than standard questions (such as deposition outlines, requests for admissions tailored to client facts, etcetera). Examples of documents that likely would *not* qualify as a practice-oriented writing, without approval from the Associate Dean for Academic Affairs, include standard or template discovery documents and standard lease forms or contracts that involve no more than cutting and pasting. Satisfaction of the practice-oriented writing requirement must involve a close working relationship between the student and the supervising faculty member.

**How Satisfied:** The practice-oriented writing requirement may be satisfied by student production of any of the following:

- a. Substantial additional research or revision of a document or documents in connection with an upper-level course, clinical program or seminar (as designated each semester by a full- or part-time faculty member, and with the approval of the Associate Dean for Academic Affairs);
- b. A writing originally undertaken as part of an externship or moot court or similar interscholastic competition if a full-time faculty member agrees to supervise its revision.

Beginning Fall 2015, students may not take Practice Foundations-Transactions to fulfill either of the required practice-oriented writings.

Regarding item a, the burden is placed upon the faculty member to establish to the Associate Dean for Academic Affairs, prior to the beginning of Registration for the upcoming semester in which the course will be offered, that the document production required in the course, clinical program or seminar satisfies the general requirements for practice-oriented writing, as described above. In meeting this burden, the faculty member need only submit the course syllabus to the Associate Dean for Academic Affairs clearly indicating the document or documents to be produced. Continuing approval under this requirement is available for recurring courses. It is possible that a course could be approved to satisfy both the practice-oriented writing and the lawyering skills requirements, but a single course may *not* be used by a student to satisfy both requirements.

In general, no practice-oriented writing project consisting of less than 20 pages will satisfy the practice-oriented writing requirement. However, in special circumstances (typically involving the amount of time and effort expended on the project) a faculty supervisor may, in his or her discretion, seek approval of the Associate Dean for Academic Affairs to reduce the minimum number of required pages, provided that no paper(s) shall be less than 15 pages. If a student submits more than one practice-oriented document to satisfy an upper-level writing requirement, then the documents, considered together, must meet the 20-page minimum (or the minimum approved by the Associate Dean, in the event the supervising faculty member seeks a reduction in the minimum number of pages).

**Particular Requirements re: Revision of Writing Originally Undertaken for an Externship or Interscholastic Competition:** Student proposals for satisfying the practice-oriented writing requirement through revision of a writing originally undertaken in connection with an externship or interscholastic competition must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising faculty member will require an outline and a draft in addition to the final paper. The supervising faculty member and student will meet on a regular basis to discuss the progress of the paper. The supervising faculty member must ensure that the writing involves substantial original research and advocacy.

All revised externship and competition writing will be graded. The supervising faculty member will notify the student in advance of all requirements for the project and shall determine the number of credits to be awarded for satisfactory completion of the project (ordinarily one credit will be awarded).

Students will receive credit for a practice-oriented writing paper for student satisfaction of the practice-oriented writing requirement in a course that is designated to meet this requirement as approved by the Associate Dean for Academic Affairs.

**Particular Requirements re: Completion of a Practice-Oriented Writing Requirement in Connection with a Course, Clinical Program or Seminar:** Each faculty member supervising a student's practice-oriented writing in connection with a course, clinical program or seminar shall provide a list of all students in the upper-level course, clinical program or seminar who have met the requirements of the practice-



oriented writing, and shall certify the accuracy of the list. In addition, the registration materials provided to students in advance of registration will indicate whether a course, clinical program, or seminar satisfies the practice oriented writing requirement, in view of the fact that a course or seminar taught by one professor may satisfy the requirement, while the same course or seminar taught by a different professor may not.

**Certifications in General:** All certifications must be submitted to the Registrar when the faculty member's grades are due at the end of each semester.

**E. Directed Research**

Students must obtain advance approval from the Associate Dean for Academic Affairs to earn academic credit for Directed Research. Student proposals for Directed Research must include a detailed topic description and an estimate of the time requirement for completion of the project. The supervising full-time faculty member will require an outline and a draft in addition to the final paper. The supervising faculty member and student will meet on a regular basis to discuss the progress of the paper.

Student members of the Law Review *must* undertake Directed Research in the spring semester of their second year of law study.

Any student whose cumulative grade point average at the conclusion of the first year of law school (either full or part time) is below 2.6 may not participate in Directed Research.

No faculty member may supervise more than two Directed Research projects in one semester without the prior approval of the Associate Dean for Academic Affairs. All Directed Research projects will be graded. The supervising faculty member will notify the student in advance of all requirements for the project.

**F.** Requirements for the J.D. degree, as well as the courses offered, may be changed by the faculty at any time.

**G.** Students are required to complete their law school studies within 84 months.

**H. Honors at Graduation:**

The criteria for graduating with honors is as follows:

Summa Cum Laude    Top 1% of the graduating class

Magna Cum Laude    Top 5% of the graduating class

Cum Laude            Top 15% of the class

Please note that class rank percentages are not rounded to the nearest percent. Therefore, a class rank of 15.4% is top 16%.

### §4.1.3 REGISTRATION FOR COURSES

- A.** 1. Full-time students complete the requirements for the J.D. degree in three (3) years. Students complete a designated first year course of study and generally complete 12 to 16 credits each semester thereafter. Students who wish to transfer from the full time to the part time program must obtain approval from the Associate Dean for Student Affairs. Part-time students complete a designated first year course of study and generally complete 8 to 11 credits per semester thereafter. Part-time students complete the requirements for the J.D. degree in no less than four (4) years. However, in most cases, it is expected that part-time students will meet the requirements for graduation after attending nine or more semesters. Absent approval of the Associate Dean for Academic Affairs, part time students must complete their course of student within six years. Students seeking to transfer to the full time program may petition to the Associate Dean for Academic Affairs. When considering such a petition, the Associate Dean will evaluate several factors including, but not limited to, the student's academic performance in his or her first year of law school and the student's work and co-curricular activities.
2. Procedures and scheduled times for registration must be followed in all cases, including Directed Research, Co-Curricular, and Non-Numeric Graded Courses, such as Externships, Skills Competitions, Law Review or Diversity and Social Justice Forum. Registration is not complete until all charges are paid or arrangements for payment have been made in the Business Office. No academic credit shall be given for courses for which students have not properly registered.
3. The faculty has enacted a strict policy concerning competition credits. Registration for any type of competition must be completed within the first 30 calendar days of the academic semester in which the student will be competing, but prior to the competition. Students are not allowed to register retroactively for a competition in which they competed in an earlier semester. However, in unusual circumstances, and with the approval of the Associate Dean for Academic Affairs and the Faculty Advisor, a student may be allowed to register for a competition after the first 30 calendar days of the academic semester in which the student will be competing. In no event shall students be entitled to receive credit for intra-mural competitions. Nothing in this policy changes the rule prohibiting a student from enrolling in an overload without the permission of the Associate Dean for Academic Affairs and without paying additional tuition.
- B.** All first-year students, both full and part time, are registered in course sections by the Registrar. First year students may not add or drop classes except that a first-year, full-time student may drop to first-year, part-time status with approval from the Associate Dean for Academic Affairs. All first-year, part time students shall pursue the same course of studies. A first-year student changing status from full time to part time, or vice versa, shall be subject to the rules otherwise applicable to the change of sections.

- C. Regular and punctual class attendance is necessary to satisfy residency and class hour requirements.
- D. Full time students may not register for more than 16 credit hours per semester without permission of the Associate Dean for Academic Affairs. No student may take more than 17 credit hours in a given semester. Students will be charged an additional per credit tuition fee for each credit hour taken in excess of 16 credits. Part-time students may not register for more than 11 credit hours per semester without first receiving written permission from the Associate Dean for Academic Affairs. Part-time students also may not register for less than eight credit hours per semester without first receiving written permission from the Associate Dean for Academic Affairs.
- E. To receive credit for a course, the student must matriculate in the course, and successfully complete it with a grade of 0.7 or higher. Contracts I, Civil Procedure I, Legal Analysis Writing and Research I, and Torts I are prerequisites for Contracts II, Civil Procedure II, Legal Analysis Writing and Research II, and Torts II, respectively.
- F. Changes between course section/first year tracks: Students who wish to change sections of the same course may do so only upon written application to the Associate Dean for Academic Affairs and with the approval of the Associate Dean for Academic Affairs and the professors of the two sections.
- G. Chapman University alumni and current law students will be able to audit courses at the School of Law at no charge based on the following terms and conditions:
  - 1. Alumni must be attorneys. This is not limited to attorneys who earned their law degree from Chapman Law School.
  - 2. Alumni must choose from a select pre-approved list of courses that are determined by the Fowler School of Law to be feasible for audit and dependent upon space availability.
  - 3. Members of the law faculty have the prerogative to turn down a request for an auditor to take their class.
  - 4. A maximum of 2 (two) persons may audit a course at any time and based on space availability.
  - 5. The University will waive the audit fee for current law students attending the law school and as long as the number of credits is within the allowable enrollment caps. For example, a maximum of 16 credits for full time students and a maximum of 11 credits for part time students for enrolled and audit credits combined.

Non Chapman University students may audit courses as long as they are currently enrolled law students in good academic standing at ABA approved schools, or California State approved schools, or a current member of a State Bar. Tuition will be charged on a per credit basis.

**H.** General rules applicable to all transfer of credit scenarios are:

1. No more than forty-two (42) academic credits shall be accepted for transfer during the student's career at the Law School.
2. All courses required for graduation must be successfully completed at the Law School, except for comparable courses successfully completed by transfer students at their previous institution and approved for transfer credit by the Associate Dean for Academic Affairs.
3. All course work must either be taken at an ABA-approved law school or in an ABA-approved program.
4. The Associate Dean for Academic Affairs has the discretion to approve or disapprove the transfer of credit in those instances where the grade for a course is 2.2 or below or the equivalent. The law school will not transfer credit if the grade received in the course(s) completed at the other law school is below 2.0 or its equivalent.
5. All grades for which credit is transferred will be reported as "pass" for the purpose of computing academic averages of the student at the Law School.

**I.** All requests for summer or interterm transfer credit must satisfy the following standards:

1. No more than six (6) credit hours will be transferred.
2. The inability of the student to take the courses at Chapman because they are not offered by the Law School.
3. The residency requirements for graduation remain in effect.
4. The student's cumulative grade point average is 2.0 or higher.
5. The student may not currently be the subject of academic suspension.
6. The student receives pre-approval by the Associate Dean for Academic Affairs.
7. All requests for transfer credit shall include the course descriptions for the courses.
8. All grades for which credit is transferred will be reported as "pass" on the Chapman Law transcript and for the purpose of computing academic averages of the student at the Law School. The only exception is for courses transferred from programs co-sponsored by Chapman Law or programs otherwise specifically approved by the Chancellor of Chapman University in which case which the actual grades earned in the program are posted on the Chapman Law transcript.
9. Approved transfer courses must be taken for a letter or numeric grade and students may not elect to take the courses for Pass/No Pass credit.

**J.** The Associate Dean for Academic Affairs may approve the petition of a student requesting visiting student privileges if the visit would serve the best interests of both the student and the Law School, if the petitioner’s cumulative grade point average at the Law School is 2.0 or higher; the petitioner is otherwise in good standing; and if either:

1. The petitioner has a special interest in taking a concentration of courses in a defined subject matter, and the Law School will not be able to offer that concentration of courses during the petitioner’s period of attendance at the Law School; or
2. The petitioner shows that hardship will result if visiting status is not granted. “Hardship” will normally consist of compelling medical or employment circumstances in the petitioner’s family.

In all circumstances, the petitioner must receive pre-approval of the courses to be taken at the other law school, and provide descriptions of the courses. Proportionate residency credit will be granted to students on visiting status. When students seek visiting status at a foreign law school, no more than two (2) students may receive visiting status to contemporaneously study at the same school.

**§4.1.4 GRADES AND GRADING STANDARDS**

**A.** The law school will evaluate student using a numeric grading system. The numeric grades and their corresponding letter grade equivalents are shown on the following table:

	Numeric Grade	Letter Grade Equivalent
Superior/Excellent	4.0	A
	3.9 3.8 3.7	A-
Good/Better Than Average	3.6 3.5 3.4 3.3	B+
	3.2 3.1 3.0	B
	2.9 2.8 2.7	B-
Average	2.6 2.5 2.4 2.3	C+

	2.2 2.1 2.0	C
	1.9 1.8 1.7	C-
Unsatisfactory/Minimum Passing	1.6 1.5 1.4 1.3	D+
	1.2 1.1 1.0	D
	0.9 0.8 0.7	D-
Failing	0.0	F
Failure to Withdraw	0.0	FW

Note: 0.1 through 0.6 are not used.

## **B. PREAMBLE TO THE GRADING STANDARDS**

It is the sense of the faculty of Chapman University Fowler School of Law that every faculty member should be guided by responsibility and professionalism when assigning grades in any law school course. Responsibility and professionalism include, among other factors, the basic premise that a faculty member should not give students false hope by assigning favorable grades to students who demonstrate little chance of success on the state bar examination or in the practice of law.

Faculty members must not be reluctant to assign failing grades (0.0 or F) to a student in any course where the performance of the student demonstrates either the inability to grasp basic concepts of the course or an inability to apply basic analytical reasoning skills in a course examination or other performance measure of a student's course work.

Every faculty member has an ethical obligation to adhere to the grading standards adopted by the faculty. Faculty teaching different sections of the same course in a semester should confer with each other to make every effort to have consistency in grading for the course.

## **C. MAXIMUM MEDIAN JD GRADING STANDARDS**

A faculty member shall not assign grades in a course with a median average in excess of the following standards, except as otherwise provided in the "Application of Standards in

Special Circumstances.” Faculty members may and are encouraged to assign grades below the maximum median when appropriate in any course.

**All required courses taken by full-time students in the first year are subject to a 2.8 maximum median, subject to the following mandatory and appropriate grade distribution:**

<u>Grades</u>	<u>Required Range of Grades</u>
3.7 – 4.0	0 – 15%
0.0 – 1.9	At least 10%

For all other courses, the mandatory maximum median grade is 3.0; exam courses with twenty (20) or more students require a cumulative 20% of grades to be a 2.4 or lower and 10% to be a 2.2 or lower.

- D.** To ensure compliance with these grading standards, and to screen for substantial deviation from the appropriate distribution of grades, all grades shall be submitted to the Associate Dean for Academic Affairs for approval prior to submission to the Registrar. The Associate Dean for Academic Affairs shall confer with the faculty member when the grades submitted violate the standards, or substantially deviate from the appropriate distribution curve. Any decision to change a professor’s grades in order to comply with the standards shall be made upon recommendation of the Associate Dean for Academic Affairs.
- E.** A professor shall not change any student’s grade after the course grade sheet has been submitted to the Registrar or the Associate Dean for Academic Affairs, except for documented mathematical errors or to comply with these grading standards.
- F.** A student who withdraws from a class without complying with the requirements for withdrawal shall be assigned a grade of “FW,” which counts as a 0.0 in the cumulative grade point average.
- G.** A student who receives a 0.0 (“F” or “FW”) in any first-year course or in any required upper-class course must enroll in the course in the first subsequent semester in which that course is offered. The 0.0 shall be counted in the cumulative grade point average.
- H.** A professor may take into account the quality of a student’s class participation in determining the course grade, provided this policy is described in writing in the syllabus and/or clearly announced to students no later than the second class meeting and then confirmed in writing. For the purpose of this provision, the term “class participation” does not include mandatory, ungraded assignments.

- I. High Pass/ Pass/ and No Pass grades shall be assigned in only those courses that have been specifically designated by the faculty as non-numeric graded courses. “High Pass” shall be assigned when the student’s performance is equivalent to a numeric grade of 3.7 or higher. “Pass” shall be assigned for a 1.7 to 3.6 numeric grade equivalent performance. “No Pass” shall be assigned for a 1.6 or lower numeric grade equivalent performance. Course credit shall be given for “High Pass” and “Pass” grades, but no numeric equivalent shall be assigned and the grade shall not count in the cumulative grade point average. No course credit shall be given for a “No Pass” grade, and the grade shall count as a 0.0 for purposes of the cumulative grade point average.

#### **J. APPLICATION OF STANDARDS IN SPECIAL CIRCUMSTANCES**

Because of the difficulty of applying grading standards in a uniform manner in every law school course, the faculty and the Associate Dean for Academic Affairs should be guided by the preamble and common sense when applying the grading standards. Faculty members shall confer with the Associate Dean for Academic Affairs when seeking a variance from the grading standards under any of the special circumstances listed in this Section J. Any professor who seeks a variance from the grading standards must submit to the Associate Dean for Academic Affairs a written statement justifying the variance and a copy of the complete set of proposed grades for that course. The Associate Dean for Academic Affairs shall review the proposed set of grades for that course and shall not approve the requested variance unless (a) the variance is justified and (b) the proposed grades otherwise comply with the requirements and principles of these grading standards, including an appropriate distribution of grades. The following are examples of application of the grading standards in special circumstances:

1. For exam courses beyond the first year, which are not subject to a mandatory grade distribution curve, there should not be a substantial deviation from the appropriate distribution curve in courses with a statistically significant number of students. Thus, it is inappropriate to assign a predominance of 2.0 and 2.3 (C/C+) grades in a course. Normally it is just as inappropriate to assign all 4.0 (A) grades in a course as it is to assign all 0.0 (F) grades.
2. It is possible that a particular course has a predominance of higher caliber students due to the nature of the course material and other factors. Thus, deviation from the maximum median for a course may be appropriate where the Registrar confirms that the law school cumulative grade point average of the students in the class are relatively higher compared to the maximum required median for the course.
3. Courses with very few students present special problems in applying maximum medians or a bell-shaped curve. For example, it may be especially appropriate to relax the grading standards, if all the students in a small class have substantially comparable law school cumulative grade point averages.



4. For elective courses taught as a mastery class by full time faculty, it may be appropriate to deviate somewhat from the mandatory median. Mastery classes are those classes in which:
  - a) Students have significant opportunity to work with a faculty member on an individual basis;
  - b) Students receive regular feedback from the faculty member; and
  - c) Students have the opportunity to incorporate that feedback into their work product.

#### **K. LL.M. GRADING STANDARDS**

(1) For J.D. required courses and bar-tested courses [*all 1L courses, and other courses including Corporations; Constitutional Law I & II; Evidence; Professional Responsibility; California Civil Procedure; California Evidence; Community Property; Criminal Procedure/Police Practices; Legal Analysis Workshop; Remedies; Selected Topics in American Law; Wills & Trusts*], LL.M. students shall be subject to the grading curve and standards applicable to J.D. students. (LL.M. student scores are not to be included in setting the curve for a course, but they are graded against the curve set by the JD students.) LL.M. students may elect, however, to take an unlimited number of such courses pass/fail.

(2) LL.M. students in all other courses shall receive letter grades and shall not be subject to any maximum median or required grade distribution. LL.M. grades are not to be included in calculating the curve for JD students. For purposes of calculating cumulative GPA, A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; etc.

(3) Separate course numbers will be generated by the Registrar to designate LL.M. enrollment courses. This does not affect course titles, descriptions, etc.

#### **L. CALI (CENTER FOR COMPUTER ASSISTED LEGAL INSTRUCTION) EXCELLENCE FOR THE FUTURE AWARDS**

A CALI Excellence for the Future Award generally is given to the highest scoring student in each law school class. However, in some instances, a member of the faculty may determine that a CALI award is inappropriate based on an evaluation of the performance of the students in the course in which case no student in the course will receive a CALI award. CALI awards will not be given to any student other than the student earning the highest grade in the course. It is possible for more than one student to earn a CALI award in the same course if there is a tie for the highest grade. However, it is the professor's prerogative to designate only one of the students to receive the CALI award.

LL.M. students are not eligible for CALI awards.

#### **M. INCOMPLETE GRADE FOR CERTAIN COURSES**

1. A faculty member may assign an Incomplete “I” grade in a Directed Research, externship, or clinical education course, with the approval of the Associate Dean for Academic Affairs. Such approval shall be granted when the student is not able to complete the course work by the end of the semester due to circumstances beyond the student’s control, such as a change in the law or carryover of case work beyond the semester.
  - a) Make-up work must be completed at the time prescribed by the faculty member in consultation with the Associate Dean for Academic Affairs, but this time shall be no later than the end of the subsequent semester.
  - b) The Incomplete “I” will be replaced with an earned grade only by the assigning faculty member after the work has been completed. A student cannot enroll in the same course taught by a different faculty member in order to remove the Incomplete “I.”
  - c) If the make-up work is not completed on time, the Incomplete “I” shall be converted to a “0.0.”
  - d) An “Incomplete” shall not count in grade point averages for purposes of class standing, academic probation or dismissal.
  
2. A student who cannot take an exam at the scheduled time must:
  - a) Obtain permission for a delay of the exam under §4.1.9.F;
  - b) Drop the course under §4.1.5; or
  - c) Take a leave of absence under §4.1.7.B.

These options may be exercised subject to the discretion of the Associate Dean for Academic Affairs.

## **§4.1.5 WITHDRAWALS FROM A COURSE**

### **A. J.D., LL.M., AND JOINT DEGREE STUDENTS**

#### **1. WITHDRAWALS PRIOR TO THE END OF THE EIGHTH WEEK**

- a) Unless prohibited in the next section, a student may drop a course at any time prior to the close of business on the eighth Friday of the semester. The student must, however, obtain the faculty member’s approval after the third Friday of the semester. A student must submit a timely and properly completed Registration Change form to the registrar. A grade of “W” will be assigned and appear on the student’s transcript. The “W” will not have any effect on the student’s grade point average. The law school’s “Tuition Adjustment Policy” shall apply.
- b) No student is permitted to drop “restricted withdrawal courses” subsequent to the second class of the semester. A “restricted withdrawal course” is a course that the instructor, with the approval of the Associate Dean for Academic

Affairs, either designates as such in the registration materials or gives written notice at least one week before the start of classes.

## **2. WITHDRAWALS AFTER THE EIGHTH WEEK**

After the eighth Friday of the semester, a student may request to withdraw from a course or courses only for good cause shown.

- a) “Good cause” shall be limited to well documented, serious medical problems of the student or an immediate family member or death of an immediate family member.
  - b) A request to withdraw must be in writing, with all supporting documents, delivered to the Associate Dean for Academic Affairs prior to the start of the scheduled final examination for the course or courses.
  - c) The request must be approved by both the Associate Dean for Academic Affairs and the faculty member of each course.
  - d) If approved, a grade of “W” will be assigned and appear on the student’s transcript. The “W” will not have any effect on the student’s grade point average. The law school’s “Tuition Adjustment Policy” shall apply.
  - e) For course grade distribution purposes, the “W” shall normally not be counted.  
The faculty member and Associate Dean for Academic Affairs may, however, agree to count the “W” as a zero (“0”) solely for grade distribution purposes.
- 3.** A grade of “FW” will be assigned: (1) to any student who fails to properly and timely withdraw from a course by the eighth Friday of the semester; and (2) to any student who has been absent for more than 20% of the total scheduled classes for a course (or more than 40% of the total scheduled classes for an LL.M. student) without having received permission to withdraw, except as otherwise provided in §4.18. A “FW” shall appear on the student’s transcript and shall be treated the same as an “F” (0.0) for grade point average purposes.
- 4.** Notwithstanding the provisions in §4.1.5 (A) and (B), a student may, with the permission of the instructor and Associate Dean for Academic Affairs, withdraw from Law Review, Nexus or Skills Competitions at any time prior to the last scheduled day of classes. A student shall submit a timely and properly completed withdrawal form to the Registrar. A grade of “W” shall be assigned and appear on the student’s transcripts. The “W” will not have any effect on the student’s grade point average the Law School’s Tuition Adjustment Policy shall apply.
- 5.** A student seeking to withdraw from an externship shall petition in writing to the Externship Committee prior to commencement of the externship. The petition must specify a compelling reason for the withdrawal.

## **B. TUITION ADJUSTMENT POLICY**

Effective Fall 2015, the University has adopted the following tuition refund policy:

100% return of tuition to students who withdraw during the first week of the semester

50% return of tuition to students who withdraw in the second week

20% return of tuition to students who withdraw in the third week

No return of tuition if the withdrawal occurs after the third week of the semester

### **§4.1.6 GOOD STANDING & CONTINUATION**

#### **A. GOOD STANDING**

##### **1. JD and Joint Degree Students**

In order to remain in good standing in either the Full Time or Part Time J.D. or joint degree programs, a student must:

- A. Have attained a cumulative grade point average of at least 1.800 at the conclusion of the first semester of the first year; and
- B. Have attained a cumulative grade point average of at least 2.000 at the conclusion of the second semester of the first year;
- C. After the conclusion of each semester thereafter maintain a cumulative grade point average of at least 2.000.

There is no rounding up of GPAs for purposes of remaining in good standing. A student who misses the 1.800, 2.000 or other standard, even if missing by a hundredth or thousandth of a point, will not be able to round-up his or her GPA, will not be in good standing, and will be subject to academic dismissal.

##### **2. LL.M. Students**

In order to remain in good standing in the LL.M. program, a student must:

- A. Have attained a cumulative grade point average of at least 1.8 upon conclusion of the semester in which the student has completed the fifth (5th) unit of coursework;
- B. Have attained a cumulative grade point average of at least 2.0 upon conclusion of the semester in which the student has completed the tenth (10th) unit of coursework;
- C. Have attained a cumulative grade point average of at least 2.0 upon the conclusion of each semester thereafter.

A student who does not remain in good standing shall be academically dismissed.

There is no rounding up of GPAs for purposes of remaining in good standing. A student who misses the 1.800, 2.000 or other standard, even if missing by a hundredth or thousandth of a point, will not be able to round-up his or her GPA, will not be in good standing, and will be subject to academic dismissal.

### **3. Suspension and Honor Code Violations—All Students**

Students who do not remain in good standing will be academically dismissed. A student who has been suspended is not in good standing during the suspension period but may return to classes at the end of the suspension period.

If an Honor Code complaint is pending against a J.D. or LL.M. student at the time a letter of good standing is requested, the letter will be accompanied by additional correspondence advising of the ongoing Honor Code investigation and will provide pertinent details regarding the charges pending against the student.

#### **B. PROBATION AND DISMISSAL**

A first-year J.D. student (both full and part time) whose cumulative grade point average falls below 2.0, but over 1.8, by the conclusion of the first semester of the first year will be placed on academic probation. Any first year student whose cumulative grade point averages below 1.8 at the end of his/her first semester will be dismissed. At the conclusion of the second semester of the first year or any time thereafter, a student whose cumulative grade point average falls below 2.0 shall be dismissed from the law school.

An LL.M. student whose cumulative grade point average is below 1.6 upon the conclusion of any semester shall be dismissed without a probation period. An LL.M. student whose cumulative grade point average otherwise falls below the requirements set forth in Section 4.1.6A of this Handbook will be placed on academic probation for one semester (exclusive of any approved leave of absence granted). If the student's grade point average does not meet the requirements set forth in Section 4.1.6A of this Handbook by the conclusion of the probationary period, the student will be dismissed if it is mathematically impossible for the student to achieve the minimum cumulative grade point average upon completing the required number of units of coursework. If the student's grade point average does not meet the requirements set forth in Section 4.1.6A of this Handbook by the conclusion of the probationary period but it is mathematically possible for the student to achieve the minimum cumulative grade point average upon completion of the required number of units of coursework, the student will be dismissed but may petition for reinstatement pursuant to the Student Handbook guidelines concerning Reinstatement and Procedures Relating to Petitions to the Academic Standards Committee.

**C.** All J.D. and joint degree students who at any time do not maintain an acceptable grade point average as defined by the faculty as a 2.3 cumulative grade point average are required to participate in the Law School's academic support program. Students with a

cumulative grade point average below 2.3 must schedule a meeting with Professor Rick Faulkner, Director of the Academic Achievement Program, to determine what participation is required.

#### **§4.1.7 WITHDRAWAL FROM THE PROGRAM & LEAVES OF ABSENCE**

##### **A. WITHDRAWAL**

Any student may withdraw from the entire Fowler School of Law program at any time provided written notice of complete withdrawal is submitted to the Registrar accompanied by written permission to withdraw granted by the Associate Dean for Student Affairs. Chapman University Fowler School of Law's "Tuition Adjustment Policy" shall apply.

Permission to withdraw in good standing from the entire program does not carry the implication that the student may resume her or his studies the following semester or at any other time. Any such student must apply for readmission, and the application will be considered by the law school's Admission Office. The school reserves the right to deny, postpone or condition readmission to any student who has withdrawn from the program in good standing. In addition, absent permission from the Associate Dean for Academic Affairs, any student who is readmitted to the law school after having previously withdrawn from the program must begin their studies as a first year student and no credits previously earned at the law school will be applied toward the student's degree. The curriculum requirements in effect at the time of re-entry shall apply to the student.

Effective Fall 2015, the University has adopted the following tuition refund policy:

- 100% return of tuition to students who withdraw during the first week of the semester
- 50% return of tuition to students who withdraw in the second week
- 20% return of tuition to students who withdraw in the third week
- No return of tuition if the withdrawal occurs after the third week of the semester

##### **B. LEAVES OF ABSENCE**

1. J.D. and Joint Degree Students. If, for good cause, students find it necessary to interrupt progress toward their degree, a leave of absence may be granted. Only well-documented requests based upon extenuating circumstances beyond the control of the student, (e.g. medical/psychological, death in the family or other family crisis) shall constitute good cause. In those instances where a leave of absence is based on a condition other than pregnancy, illness or injury, the student must have a Chapman GPA of 2.0 or higher in order to obtain a leave of absence. All students seeking a leave must file a written petition with the Associate Dean

for Student Affairs. The petition must state clearly and completely the reasons for the leave and the duration of the leave. If the request for a leave of absence is granted, the requesting student may not attend any other law school during the leave period. If a student on a leave of absence does attend another law school during the leave period without first obtaining permission to do so from the Associate Dean of Student Affairs, the right to return may be revoked at the discretion of the Associate Dean. If the right to return is not revoked, no academic credit earned at another institution while on leave may be transferred to Chapman nor will it count toward the required units necessary for graduation.

The curriculum requirements in effect at the time of re-entry shall apply to the student, except that a change in the number of hours in a required course shall not operate to the detriment of the returning student.

Leaves may be granted for a maximum of one year and can be approved only once during a student's matriculation at the Law School except when otherwise required by law. Failure to return after the specified time shall be considered a withdrawal from the Law School. Re-enrollment then requires full application for re-admission.

2. LL.M. Students. If, for good cause, students find it necessary to interrupt progress toward their LL.M. degree, a leave of absence may be granted. Only well-documented requests based upon extenuating circumstances shall constitute good cause. In those instances where a leave of absence is based on a condition other than pregnancy, illness or injury, the student must have a Chapman LL.M. GPA of 2.0 or higher. All students seeking a leave must file a written petition with the Associate Dean for Student Affairs. The petition must state clearly and completely the reasons for the leave and the duration of the leave.

The curriculum requirements in effect at the time of re-entry shall apply to the student, except that a change in the number of hours in a required course shall not operate to the detriment of the returning student.

Leaves will ordinarily only be granted for one academic semester. A leave of one year requires approval of the Dean of the Law School and can be approved only once during a student's matriculation at the Law School. In no event shall a leave greater than one year be allowed except when otherwise required by law. Failure to return after the specified time shall be considered a withdrawal from the Law School. Re-enrollment then requires full application for re-admission.

This policy does not apply to JD, JD/MBA, JD/MFA or joint JD/LL.M. students enrolled in LL.M. coursework. The JD, JD/MBA, JD/MFA and JD/LL.M. candidates will be bound by the leave of absence rules applicable to JD and joint degree students published in this Handbook.

Effective Fall 2015, the University has adopted the following tuition refund policy:

100% return of tuition to students who withdraw during the first week of the semester  
50% return of tuition to students who withdraw in the second week  
20% return of tuition to students who withdraw in the third week  
No return of tuition if the withdrawal occurs after the third week of the semester

#### **§4.1.8 ATTENDANCE**

##### **A. J.D. AND JOINT DEGREE PROGRAM CLASS ATTENDANCE**

J.D. and joint degree students are required to attend class meetings in the courses for which they are registered, and to be prepared to participate in the class discussion. Any J.D. or joint degree student who has been absent from more than 20% of class meetings shall not further participate in class, shall not be allowed to sit for the final examination, and shall be given a grade of “FW”. A faculty member may, at his or her option, require a higher level of attendance. A faculty member also may consider lateness, as defined by the professor and communicated to the students in writing at the first class of the semester, as an absence. Absences are counted from the first day of class, regardless of when the student actually registers for the class.

It is the responsibility of the students to track their absences in each course in which they are enrolled. Any student who has missed more than 20%, but not over 30%, of the class sessions in any course may petition the Associate Dean for Student Affairs for a waiver of the 20% maximum absence policy. The student must, however, document a medical condition that resulted in the missed classes or other extenuating circumstances and must demonstrate efforts to stay current in the course(s). In all other situations, only the Associate Dean for Academic Affairs, upon approval by the Academic Standards Committee and after consultation with the professor of the course, may waive this policy regarding attendance, and only upon a written application for waiver from the student, provided such waiver is filed not less than one week prior to the scheduled examination.

Students who wish to have classes held in Rooms 142, 147, 152 and 237A videotaped due to prolonged serious and documented illness must ask permission from their professors. For classes held in other classrooms, students must ask for permission from the Associate Dean for Student Affairs allowing reasonable time for such arrangements, and any such videotaping requires advance faculty approval. The law school's resources to handle requests for videotaping in rooms other than 142, 147, 152 and 237A are limited and we may not be able to accommodate requests even when it is approved by the faculty. Watching course videos may count towards attendance with the consent of the professor.

Students who wish to audiotape classes for any reason must first obtain permission from the faculty.



Attendance is required. When any J.D. or joint degree student has violated the attendance policy by missing more than 20% of the class sessions in any course or any LL.M. student has missed more than 40% of the class sessions of any course, the Registrar shall prepare a "Course Dismissal Memorandum," to be emailed to the student, and copied to the faculty member.

## **B. LL.M. STUDENT ATTENDANCE**

LL.M. students are required to attend class meetings in the courses for which they are registered, and to be prepared to participate in the class discussion. Any student who has been absent from more than 40% of class meetings shall not further participate in class, shall not be allowed to sit for the final examination, and shall be given a grade of "FW." A faculty member may, at his or her option, require a higher level of attendance. Any student who has missed more than 40%, but not over 50%, of the class sessions in any course, may petition the Associate Dean for Student Affairs and Administration for a waiver of the 40% maximum absence policy. The student must, however, document a medical condition which resulted in the missed classes and must demonstrate efforts to stay current in the course(s), such as through tapings. In all other situations, only the Associate Dean for Student Affairs, upon approval by the LL.M. Academic's Committee and after consultation with the professor of the course, may waive this policy regarding attendance, and only upon a written application for waiver from the student, provided such waiver is filed not less than one week prior to the scheduled examination. When any student has violated the attendance policy by missing more than 50% of the class sessions in any course, the Registrar shall prepare a "Course Dismissal Memorandum," to be delivered to the student, and copied to the faculty member. A professor may consider lateness, as defined by the professor and communicated to the students in writing at the first class of the semester, as an absence. Absences are counted from the first day of class, regardless of when a student actually registers for a course. This policy does not apply to JD, JD/MBA, JD/MFA or JD students enrolled in LL.M. coursework. The JD, JD/MBA and JD/MFA candidates will be bound by the attendance requirements applicable to JD students published in this Handbook.

## **C. RELIGIOUS CONFLICTS**

No required courses shall be scheduled on Friday evenings or on weekends. When a conflict occurs between a regularly scheduled exam and a demonstrated religious holiday, the rules pertaining to conflicts of exams shall apply.

When a conflict occurs between a scheduled class and a demonstrated religious holiday, a student may miss the class session or sessions after consultation with permission by the Associate Dean of Student Affairs. The class absence will be excused and not included in any required student semester attendance toll. In these situations, the Law School shall, with permission of the faculty member and the Associate Dean for Student Affairs, attempt to make videotape and/or audiotape recordings of any missed classes and make the recordings reasonably available to the student provided that the student requests the

class be recorded with at least five (5) days advance notice. Please note that the law school's resources to handle requests for videotaping in rooms other than 142, 147, 152 and 237A are limited and we may not be able to accommodate requests even when it is approved by the faculty. It is the responsibility of the student to make up the missed class or classes, whether by viewing a videotape, listening to an audiotape or by some other means agreed upon with the faculty member and if necessary in consultation with the Associate Dean.

#### **§4.1.9 POLICIES AND PROCEDURES FOR EXAMINATIONS**

The policies and procedures for examinations are set forth below to provide each law instructor and student with a guide to the norms of the Chapman University School of Law.

Unless the instructor specifically directs that the examination may be written outside the physical confines of the Law School, these provisions on examinations will apply.

##### **Notice:**

**Law school examinations are a serious and professional exercise, and students are required to conduct themselves accordingly in the examination rooms. Students must follow examination policies and procedures at all times. This includes the time prior to starting an exam, the exam administration, and the time after the exam has ended.**

**Students are required to remain quiet in the exam room not just during the exam, but also prior to the start of the exam and at the end of the exam when proctors are collecting packets. Keeping the examination room quiet is important to students taking exams and helps reduce distractions that may be problematic for exam takers. It also allows the proctors to effectively communicate important information about the exam and exam procedures.**

##### **A. BEFORE THE EXAM**

1. Students will be given one exam number per semester to be used on all examinations and papers subject to anonymous grading for that semester. Since exam numbers assure an anonymous grading system, students are to guard their number as appropriate and must have it with them for all examinations.
2. Each student is charged with the responsibility for noting the exact date, time and room for each and every examination he or she is required to take. The Final Examination Schedule for the term is published at the time of registration and students are required to register accordingly. **Students may not register for courses that meet at conflicting times or with conflicting final examination times.** All students are expected to take their final examinations at the scheduled time. Rescheduling will not be permitted if a student has two exams on the same

day or on successive days. Classroom assignments for final examinations will be available a week before final exams commence.

3. The time length of any examination will usually approximate the credit hours assigned to that particular course; however, no examination will exceed three and one-half hours in length, with the exception of take home exams.
4. For courses in which the final grade is determined in whole or in part by a written examination, the examinations are graded anonymously. In those courses in which students may receive credit for class participation, the professor will submit the names of students who are to receive such credit to the Registrar, who will assist the professor in making the appropriate calculations. Professors should provide the Registrar with this information no later than the first day of the examination period. Final grades should be turned in by the due date set for that semester.

## **B. THE DAY OF THE EXAM**

1. Students should arrive in the exam room 15 minutes before the scheduled examination time. Students arriving late for an exam will not be given additional make-up time.
2. Students are required to be quiet in the exam room. This includes the time before we start the exam and the time after closing of the exam.
3. Faculty may not proctor their own examinations. However, the instructor of the course should be available in his/her office during the hours of the exam to respond to questions about the examination. If the course instructor cannot be available in his/her office, he/she should seek to be available by telephone and should ask another member of the faculty to be available in person for questions regarding the exam. Responses to individual questions that might affect the grading of the examination will be, as much as possible, announced to the entire group taking the exam.
4. Handwriting in Blue Books or using Examsoft are the only options available to students for taking final exams. Scantron forms are used for multiple choice question exams when applicable.
5. Any books, notes or other course-related materials not authorized for use during the examination may not be brought into the exam room. Students may not consult any unauthorized materials during the examination. For open note examinations, students must print their notes and use hard copies during the exam. Students cannot use a laptop for notes. A laptop may only be brought into the examination room for using ExamSoft.
6. There will be a proctor present or nearby throughout each examination.
7. Students handwriting their exams will initially receive two official Blue Books from the proctor. Extra Blue Books will be provided as needed. Writing in Blue Books must be in **pen only**; writing in Blue Books with a pencil will not be graded. In addition, students must use black or blue ink only and cannot use other pen colors to write their exam response.

8. Prior to starting the exam, the proctor will read the examination instructions and give other relevant instructions. Students cannot make any notes or outlines or begin working on the exam until they are instructed to do so by the proctor. The instructor is responsible for issuing an exam cover sheet of explicit written instructions relating to every exam, whether the exam is given outside or within the law school.
9. **When time is called at the end of the exam, stop writing or typing immediately!**
- a. Using the spellcheck function on SoftTest, proofing, erasing or marking on the Scantron, or making any further edits to the exam responses must be completed before time is called. Failure to stop when the exam is over will be considered a violation of examination rules and will be reported to the Honor Council accordingly.
10. A proctor who has reasonable cause to believe that a violation of examination rules, procedures or standards has occurred will:
- a. Describe the occurrence in writing and will submit the incident report directly to the Honor Council for investigation.
11. Upon completion of the exam:
- a) (FOR THOSE WRITING): The student's exam number should be on all Blue Books and all Blue Books should be numbered, i.e., 1 of 3, 2 of 3, 3 of 3. At the conclusion of the exam, all Blue Books, any scratch paper, Scantrons (if applicable), and the exam question must be inserted into the envelope provided and returned to the proctor prior to leaving the exam room. The envelope should be sealed and the student's exam number written clearly on the front label. Any unused Blue Books must be returned to the proctor.
  - b) (FOR EXAMSOFT): ExamSoft takers must also turn in the exam question. Place any scratch paper, Scantrons (if applicable), and the exam question in the envelope provided. The envelope should be sealed and the student's exam number written clearly on the front label. Answers will be printed by staff and provided directly to professors for grading. Students will not be able to see their answers until after the grading is completed.
  - c) Students are required to upload their ExamSoft exam file at the conclusion of the exam and before leaving the exam room. **Failure to do so may result in a grade reduction up to a failing grade.**
  - d) It is the students' responsibility to insure that all materials (such as blue books, answer sheets, etc.) intended to be graded are submitted to the proctor at the end of the exam in the sealed envelope. Credit will be given *only* to such materials. In addition, students must turn in the exam questionnaire even if this is not mentioned in the exam instructions cover sheet.

- e) Students are required to sign the attendance roster before leaving the exam room. This is important, as it serves as proof of a student's presence during the exam. Students must sign the roster sheet when turning in the completed examination and include their packet number. The packet number is different from the exam number and it appears on the corner of the envelope.
- f) Students who finish early should gather their papers *QUIETLY* so as not to disturb others. Once out of the room, please be quiet as students may be taking exams in adjacent rooms.
- g) Students may leave the exam room to go to the restroom or to take a break. Doors should be closed carefully and not allowed to slam as students enter and exit the room. During such a break, students may not communicate with any other student or remove any exam materials from the exam room. Students must sign in and out on the Break List when leaving the exam room during an exam.
- h) There will be absolutely no smoking or consumption of food in the exam rooms. Students are allowed to have beverages as long as it is in a closed container. With the exception of students using laptops with Exemplify, all other electronic devices are strictly prohibited. This includes *SMART PHONES, TABLETS, AND APPLE WATCHES*.

**STUDENTS MAY NOT HAVE A CELL PHONE ON THEIR PERSON DURING ANY EXAM. STUDENTS MAY NOT LEAVE THE ROOM WITH A CELL PHONE DURING THE EXAM. IN CASE OF AN EMERGENCY, THE STUDENT MUST FIRST INFORM THE PROCTOR BEFORE USING A CELL PHONE.**

Students may not bring an external keyboard to use with their laptop on an exam.

### **C. EXAMPLIFY**

Chapman University Fowler School of Law has contracted with ExamSoft Worldwide, Inc. to use their program, Exemplify, which allows users to take their exams on their personal laptops. The program provides a simple word processor, which has been designed to be familiar to users of WordPerfect or Microsoft Word. It will block access to any stored files during the exam administration. It also prevents users from taking any information about the exam out of the exam room. Exemplify will not alter your computer settings.

#### **ExamSoft (Exemplify) program**

Chapman Law is set up on the ExamSoft program which allows students to download exam files prior to the exam and to upload exam responses to a server upon completion of the exam.

1. Students must register with ExamSoft Inc. and download the SoftTest program.
2. When the exam file is available for that class, students will receive an email from ExamSoft informing them of its availability and to download the file.
3. On the day of the exam, students will be given a hard copy of the exam, and will be able to open the exam file once the proctor provides the exam password.

4. Students type their answer in a familiar word processing environment.
5. Be aware that if you choose to use a laptop to take your exams, you will not see a printed copy of your exam answer. Answers will be printed by staff and provided directly to the professors for grading.
6. Students are required to download the Examplify version as it becomes available for each academic year and make the required updates from ExamSoft. In addition, students should visit the ExamSoft website for more information about minimum system requirements for Mac and PC computers. Examplify can be used on most Mac and PC computers purchased within the last 3-4 years.

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

#### **All computers:**

All students who wish to exercise this option must provide their own laptop on which they will need to install certain program files before their exams. **Please be advised that if you do not perform the pre-installation on your laptop computer, you should be prepared to handwrite your exam.**

**The option of taking exams via your laptop is offered to students as a convenience and a privilege, not as a right.** Making sure your equipment is in good working order and that you know how to use the program are **your responsibilities**. It is up to the student as an individual to install Examplify and to ensure all online installation and registration steps online have been completed. Note to students: **Please remember you are choosing this option at your own risk and should be prepared to handwrite in case of an unforeseen problem.**

**Notice to Students:** If your laptop computer is not ready to begin at the designated time, you must begin the examination in handwriting. If your laptop fails during an exam, you must handwrite the remainder of the exam. No extra time will be provided to ensure that a laptop computer is ready to be used before the examination session begins or if your laptop fails while an exam is in progress. In addition, technical assistance will not be available during the exam.

**Students who wish to use ExamSoft must take the following steps:**

1. **Register and install Examplify on your laptop in a timely manner and prior to arriving for any midterm or final examination. Please be advised that the technical support staff may not be able to assist you with Examplify installation difficulties once examinations have started.**
2. **Prior to each examination period, midterms and finals, download the exam file for each of your final examinations from the ExamSoft website. Prior to starting the exam, the proctor will provide you with the password in order to open the exam file.**

3. All students are required to renew their ExamSoft registration for each academic year and must re-install the latest Examplify version.

**D. After the Exam**

1. Students should not discuss the contents of examinations until grades are posted. This is necessary to insure the security of the exam in the event that someone is unable to take the exam at the scheduled time.
2. Under no circumstances should students identify themselves or their matching exam numbers to the professor (this applies to the exam paper itself, as well as before, during or after the examination). References or notations on the exam that the professor may recognize as coming from a certain student should be carefully avoided. Students should also refrain from disclosing to the professor that they plan to use Examsoft or handwrite their exam. Students should not discuss their examination with the professor until grades have been posted.
3. Students should contact the Registrar immediately regarding concerns about anonymity, transposed or forgotten exam numbers, etc.

**E. Posting of Grades/Lost Exam Numbers**

1. **Final grades will be posted on the My.Chapman.edu Student Portal ONLY.**
2. The Registrar's Office will not give out grades to students in person, over the phone, by email, or fax. Those who have lost or misplaced their My.Chapman login or password must contact the Computer Service Desk at (714) 997-6600 for assistance.

**F. Examination Rescheduling (Make-Up)**

1. Students should check the final exam schedule before registering for courses. Students may not register for courses which meet at conflicting times or with conflicting final examination times. All students are expected to take their examinations at the scheduled time. Rescheduling will not be permitted if a student has two exams on the same day or on successive days.
2. A student who misses an examination that is not rescheduled by the Associate Dean for Student Affairs will receive a failing grade of "0.0".
3. No instructor has the authority to grant to a student a departure from the examination schedule. **Students should not discuss the need for rescheduling directly with the professor concerned as this breaches anonymity.** The rescheduled exam should be given after the time of the regularly scheduled exam, on a date to be determined by the Associate Dean for Student Affairs and Registrar.
4. Serious Medical Emergency or Death in Family: A student may be granted a short delay from the examination schedule for a course or courses, provided the student or an immediate family member has a serious illness or medical emergency or on account of a death of an immediate family member. The student must petition the

Associate Dean for Student Affairs as soon as possible and provide credible, objective evidence (including a letter from a licensed medical doctor) of the nature and extent of the serious illness or medical emergency or evidence of the death of the immediate family member. If the petition is approved, arrangements shall be made with the Registrar to take a make-up examination. However, the student must be able to take a make-up examination and the faculty member must have sufficient time to grade the exam and turn in the grade to the Registrar on or before the deadline for turning in grades for the semester. Due to the impracticability of maintaining anonymous grading for a make-up exam, the student waives the right to claim a grievance based on arbitrary and capricious grading in section 4.1.12 of this handbook. If the student is not able to satisfy these conditions, the student may petition to withdraw from the course in accordance with the provisions for “Withdrawal After the Eight Week” contained in section 4.1.5 of this handbook.

#### **§4.1.10 REINSTATEMENT**

A student who for academic reasons is ineligible to continue in the Fowler School of Law Program and accordingly is dismissed may petition the Academic Standards Committee for reinstatement by submitting a written petition to the Associate Dean for Academic Affairs within the time limit provided in section 4.1.11A.

Reinstatement is the exception and not the rule and is limited to cases of unusual hardship and demonstrated potential. The petition must be supported by an affirmative showing that the dismissal does not indicate a lack of capacity to complete the Fowler School of Law program and be admitted to the State Bar of California. The Academic Standards Committee has been authorized to specify reinstatement conditions, restrictions and limitations and to make final disposition of all petitions on behalf of the faculty.

#### **§4.1.11 PROCEDURES RELATING TO PETITIONS TO THE ACADEMIC STANDARDS COMMITTEE**

##### **A. PROCEDURES RELATED TO PETITIONS FOR REINSTATEMENT AFTER ACADEMIC FAILURE**

1. Notice of Failure: At the close of each semester, the Registrar shall determine those students whose grade point averages are below the specified standards to remain in good standing. The Registrar shall send the list of students to be dismissed to the Associate Dean for Academic Affairs and/or the Associate Dean for Student Affairs, who shall then send a written notice of dismissal to each such student. The notice shall be accompanied by a statement of the Academic Standards relating to dismissal and reinstatement, and an outline of the procedure for filing a petition for reinstatement.
2. Petition Procedure: The procedure for filing a petition for reinstatement is as follows:



- (a) *Time for Petition.* A petitioning student must file a petition for reinstatement within 15 days after the date of mailing of the notice of dismissal. The petition shall be filed with the Associate Dean for Academic Affairs. For purposes of calculating the 15 day period, the day of letter advising a student that they have been academically dismissed shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. The Committee in its discretion may for good cause shown extend the 15 day period.
- (b) *Form and Style of Petition.* A petition for reinstatement shall be typewritten and signed by the petitioner. It shall be headed "Petition for an Exception to the Rules for Academic Dismissal." Petitions may be submitted by email to the Associate Dean for Academic Affairs or by hard copy.

3. Reference to Academic Standards Committee: The Associate Dean for Academic Affairs shall refer all petitions to the Academic Standards Committee for review.

#### **B. GUIDELINES FOR REVIEW BY ACADEMIC STANDARDS COMMITTEE**

- 1. General: The Academic Standards Committee shall review any petition for reinstatement. In reaching its determination, it shall be guided by the considerations stated below.
- 2. Specifications of Reason for Academic Failure: The petitioning student must allege and prove (1) that the student possesses the requisite ability and (2) that the prior disqualification does not indicate a lack of capacity to complete studies at the Law School and be admitted to the State Bar of California. The petitioning student must also state any extraordinary circumstances beyond the student's control, that rebut the presumption raised by the student's record, and establish that the deficiency was not due to lack of ability or failure to apply himself or herself diligently to the study of law. If the circumstances are related to physical or psychological incapacity in the course of a semester or before or during an examination, convincing medical proof must accompany the petition.
- 3. Scope of Relief: The Academic Standards Committee is authorized to:
  - a) Deny the petition; or
  - b) Grant the petition, upon terms and conditions stated by the Committee.
- 4. Guidelines for Reinstated Student:

**A.** In the case of students who are dismissed for academic insufficiency and are then reinstated to retake the entire first year by the Academic Standards Committee, the

grades received by the student in the year(s) prior to reinstatement being repeated shall not be computed in determining class rank or grade point average, but such grades shall be retained upon the student's transcript. For purposes of computing the student's academic average and class rank on this transcript, only grades received after readmission are included.

**B.** In all other cases of reinstatement the Academic Standards Committee shall determine on an individual basis the terms and conditions of reinstatement including, but not limited to, the disposition of grades earned prior to reinstatement. Such students shall have the option for accepting reinstatement as granted or of being reinstated to the first year in accordance with Subsection 4A (above).

**C.** Unless otherwise excused by the Academic Standards Committee, any student who is reinstated after having completed either two semesters as a full time law student or 24 or more credits of study as a law student must register for, take and pass the First Year Law Student's Examination administered by the State Bar of California as a condition of the student's reinstatement. The student is solely responsible for registration, payment and preparation for the First Year Law Student's Examination. The student shall not be permitted to register for, or participate in, any courses or programs offered at the Law School until the student provides proof from the State Bar of California that the student has passed the First Year Law Student's Examination.

5. Voting Members of the Academic Standards Committee. Voting members for the purposes of deciding a student petition shall only include the faculty members of the Committee and, if the petitioning student approves, a student appointed to the Academic Standards Committee by the Student Bar Association. Reinstatement is subject to a majority vote by the voting members of the Academic Standards Committee. If a tie vote occurs, a majority vote has not been achieved and the student will not be reinstated.

7. Faculty Review of Decisions by Academic Standards Committee: The Academic Standards Committee shall notify the petitioning student in writing of its decision. The petitioning student may then seek full faculty review of an adverse decision. The faculty shall review the committee's decision at the request of any full-time faculty member in the case of petitions for reinstatement under Part A of this section, and three full-time faculty members in the case of all other student petitions. However, full faculty review must be requested by the faculty member(s) no more than 60 days from the date of the letter setting forth the adverse decision by the Academic Standards Committee. The petitioning student may appear before the faculty meeting only if the faculty so requests. The faculty shall affirm the decision of the Academic Standards Committee unless upon review of the available information the faculty is convinced that the decision is clearly erroneous.

**C. RELATIONSHIP OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS AND THE ACADEMIC STANDARDS COMMITTEE**

1. Petitions for Exceptions to Rules: All petitions filed for exceptions to the Academic Standards must be filed with the Associate Dean for Academic Affairs. Any petition to the Academic Standards Committee for relief from the academic rules shall include a showing of good cause.
2. Reference to Academic Standards Committee: The Associate Dean for Academic Affairs shall refer to the Academic Standards Committee any petition for:
  - a) Reinstatement; or
  - b) Reinstatement after suspension or dismissal from class for poor attendance.
  - c) The Associate Dean for Academic Affairs shall refer any other petition for exception to the Academic Standards to the Academic Standards Committee, which should be determined by collective decision-making by the Academic Standards Committee.
  - d) The Associate Dean for Academic Affairs shall not vote on any petition for reinstatement to the law school.

#### **D. PETITIONS TO THE COMMITTEE**

##### Meetings with the Committee

1. Initial Reinstatement Petitions: An individual who petitions the Committee for reinstatement to the Law School shall have the right to a meeting with the Committee with respect to the initial petition. Only the student and the Committee may be present at such a meeting.
2. Other Petitions: The Committee may grant, in the Committee's discretion, personal meetings for all other petitions.
3. Record of Meeting: All personal meetings before the Committee shall be recorded on tape and retained by the Committee.
4. Additional Information to the Committee: The Committee may request such additional information as it deems necessary or helpful in order to act on a petition. The petitioners shall present all relevant material and information in their written petitions.

#### **E. PETITIONS AND RECONSIDERATIONS**

1. New or Additional Information: Any petition for reconsideration must be filed no more than 15 days from the date of the letter setting forth the Committee's decision on the student's petition. The Committee shall review a petition for reconsideration of a prior petition only to determine if the reconsideration petition contains new or additional information that was not available or that could not reasonably have been available at the time of the original petition. If the

Committee determines that the reconsideration petition contains such new information, then the Committee will reconsider its prior determination in light of this new or additional information. If the Committee determines that such reconsideration petition does not contain such new or additional information, reconsideration will be denied.

2. Action by Committee: The Committee may, in the Committee's discretion, meet with the petitioner during the reconsideration process; however, the petitioner shall not be entitled to such a meeting as a matter of right.

## **F. MISCELLANEOUS RULES**

Communications with the Committee: Students or persons acting on behalf of any student should communicate only with the Associate Dean for Academic Affairs and/or Associate Dean of Student Affairs with respect to any petition.

### **§4.1.12 PROCEDURES GOVERNING THE APPEAL OF A FINAL GRADE**

**PURPOSE:** These procedures are an attempt to ensure fairness in the independent and professional judgment of faculty members with regard to the assignment of final grades for students. These procedures are intended to serve the mission of the law school through the preservation of integrity in the achievement of its academic and professional goals.

- A. Right to Petition:** Any student who has received a final grade in a course at the Chapman University Fowler School of Law may initiate a grievance with regard to the grade by filing a petition with the Associate Dean for Academic Affairs for referral to the Academic Standards Committee (hereinafter referred to as the Committee.)
- B. How and When Petition is to be Filed:** A petition may be filed with the Committee by hand-delivering or mailing the petition to the Associate Dean for Academic Affairs no later than forty-five (45) days after the final grade in question is posted. A petition filed by mailing shall be deemed to have been filed on the date of the postmark of the petition. A petition filed by hand-delivery shall be deemed to have been filed on the date of receipt.

For purposes of calculating the forty-five (45) day period, the day of posting the final grade shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. The Committee in its discretion may for good cause shown extend the forty-five (45) day period.

- C. FORM OF PETITION: A PETITION SHALL BE ADDRESSED TO THE CHAIRPERSON OF THE COMMITTEE, AND SHALL STATE:**

1. The name and the student number of the student filing the petition;
2. The title of the course in which the final grade is received;
3. The name of the professor who taught the course;
4. The date on which the final grade in question was posted; and
5. The reason(s) the petitioner believes he/she is entitled to relief in accordance with the requirements set forth in Number D4 herein; and, the specific relief requested. The petitioner must sign the petition.

**D. REQUISITES OF A GRIEVANCE CLAIM: A PETITION STATES A GRIEVANCE CLAIM IF IT SAYS THAT:**

The petitioner has consulted or attempted to consult with and request relief from the professor involved and that the professor has either:

1. Refused to consult with the student; or
2. Has not been conveniently available for a period of fifteen (15) days after the grade was posted; or,
3. After consultation with the petitioner, has declined to grant relief acceptable to the petitioner; and
4. The grade received was unfair, or substantially inappropriate, for one or more of the following reasons:
  - a) An error in computation was made in calculating the grade;
  - b) The grade received was the result of arbitrary and capricious grading by the professor. (NOTE: If the grade was received in a course graded anonymously, in whole or in part, and the claim of arbitrariness or capriciousness relates to that part of the grade that was anonymous, there must also be an allegation of a breach of anonymity. The student must establish, by a preponderance of evidence, that anonymity was breached.)

In no event shall there be an inquiry into the professor's academic judgment or prerogative and responsibility for assigning grades as his or her judgment and conscience dictate.

**E. WHEN AND HOW COMMITTEE TO CONSIDER PETITION.**

1. Time for Consideration: The Committee shall make every reasonable effort to make a recommendation regarding a petition within a period of fifteen (15) days from the time a petition is filed. If the petition is not acted upon for any reason within this period, the petitioner shall be deemed to have received a negative recommendation. If, however, the petition is filed during the summer months when faculty members are ordinarily occupied with research, teaching and/or

travel, the Committee may meet to consider the petition in August when the fall semester begins.

2. Actions and Procedures Available to Committee in Considering Petition: The Committee may take one or more of the following actions and allied procedures in response to a petition:
  - a) After due deliberation, decide that the petition does not state a claim, in which case it shall write a decision to that effect and send a copy, with any dissenting opinion, to the petitioner and to the professor.
  - b) If the Committee, after due deliberation and by majority vote, determines that the facts stated in the petition, if true, state a claim under Paragraph IV herein, the Committee shall notify in writing the professor whose grade is being considered, and shall invite the professor to submit a written response to the petition within a reasonable period of time to be set by the Committee. If a written response is submitted said response should thereupon be included in the record. The professor shall in no case be required to make a response of any kind.
3. After the professor's response has been received, or the time for the professor's response has expired, the Committee may request from the petitioner, the professor, or any other source, such material, documents, or information it deems useful in considering the merits of the petition. Neither the student nor the professor is obliged to produce any such requested material, documents or information. The Committee shall make its decision based upon the written submissions. In the unusual case where the Committee decides that special circumstances require a hearing, both the professor and the student shall be permitted to be present when oral testimony is given, but no person shall be required to attend an oral hearing. The parties may offer such evidence as they desire and may produce such evidence as the Committee may deem necessary to a determination of the petition. The Committee shall be the judge of the relevance and materiality of the evidence, and conformity to legal rules of evidence shall not be necessary. The Committee may limit reasonably the oral presentations.
4. Final Action by Committee: In a case where the Committee finds no action is appropriate, the Committee shall so notify the student and the professor.

If any recommendation is made by the Committee, it shall be made to the professor in writing, stating the recommendations and the reasons therefore. If the professor accepts the recommendations of the Committee, the professor may change a grade. If the professor declines to accept the recommendation of the Committee within a period of three (3) days, the Committee shall then issue a written decision, and provide a copy to the professor and the student. The grade will be changed only if a majority of

the Committee finds that the final grade was assigned arbitrarily or capriciously or that there was an error in computation, in which case, the Committee shall so notify the Registrar, the professor and the student.

#### **§4.1.13 CREDIT FOR THE J.D. DEGREE FOR NON-LAW GRADUATE LEVEL COURSES**

The Law School will accept no more than 6 credits toward the Juris Doctor degree for graduate level courses taken within the graduate programs of Chapman University.

The graduate level credits may be earned only after successful completion of the courses required for the 1<sup>st</sup> year law school full-time curriculum (29 credits).

A student interested in enrolling in a graduate level course must request and receive approval of the course from the Associate Dean for Academic Affairs prior to registration.

The student's written statement to the Associate Dean for Academic Affairs must establish that: (a) the graduate level course is not duplicative of a course in the law school curriculum; (b) the graduate level course is not duplicative of any other course completed in the student's prior academic career; and (c) the graduate level course will contribute significantly to the student's legal education.

If the Associate Dean for Academic Affairs denies a student's request, the student may bring the proposal to the Academic Standards Committee for review.

Law students enrolled in non-law graduate level courses must earn a grade of B or better (a grade of B- does not qualify) in order to receive law school credit for the course. The non-law graduate level course, the credits completed, and the grade received will appear on the student's academic transcript; however, the grade will not be treated as "earned" for purposes of GPA or class rank.

In compliance with University policy, the law student enrolled in non-law graduate level courses at the University will pay "home" tuition (he or she will pay law school-per credit hour tuition for credits taken at the graduate level).

*NOTE: Non-law graduate students taking courses in the law school are governed by existing University policy (permission of their graduate advisor; permission of the law faculty member teaching the course and the Associate Dean for Academic Affairs; and room must be available for the student in the class). In addition, the following restrictions should be placed upon non-law graduate students taking credits at the law school: No courses in the first year full-time curriculum, no co-curricular credits, and no clinic or externship experience shall qualify.*

#### **§4.1.14 MAXIMUM CREDITS FOR NON-LAW-CLASSROOM ACTIVITIES**

##### **Maximum Cap of 16 Credits: Co-Curricular & Non-Graded Courses\***

###### Co-Curricular Activities

###### Courses

Law Review (4-10 credits)  
Diversity and Social Justice  
Forum (1-2 credits)

Skills Competitions (1-3 credits per  
Competition)\*\*

Non-law Graduate Level Courses at  
Chapman University (6 credits)

All credits earned through other ABA law  
schools after admission to Chapman (i.e.  
individual courses, or  
Semester abroad programs) (6 credits)+

Maximum cap of three semesters totaling no more than 8 credits of part time externships or one semester of a 10-credit full time externship‡. See Section 6.11 for more on the Externship Program.

\* Any student whose cumulative grade point average at the conclusion of the first year of law school (either full or part time) is below 2.6 may apply no more than seven (7) pass/no pass credits toward the 88 credits required for graduation. This includes credits earned for participation on journals, in skills competitions, and externships. No student shall receive credit for participation on more than one journal at the same time.

\*\* No student may participate for credit in more than one (1) external competition during a semester. Participation in Skills Competitions is subject to an overall limitation of no more than two (2) different types of skills competitions for credit and no more than three (3) external competitions for credit (regardless of type).

+ The six (6) credit limitation shall not apply to students who visit for one or two semesters at another ABA law school with the permission of the Associate Dean for Academic Affairs. For specific criteria see §4.1.3. The six credit limitation also shall not apply to any course taken in a Study Abroad program offered by Chapman University Fowler School of Law or for which specific grade approval has been granted by the Provost of Chapman University.

‡ Eligibility for full time externships is limited to students with a minimum cumulative GPA of 2.6 or higher

#### **§4.1.15 ADMISSION OF FOREIGN STUDENTS WITH ABA LL.M. DEGREES**

Prospective applicants to the JD program who have previously earned an LL.M. in an ABA-approved law school must furnish with their application the results of a recent LSAT. Once admitted, such students are expected to complete the full 88-credit Chapman JD with all of its concomitant requirements. Advanced standing for credits earned in an LL.M. program will not be granted.



The Associate Dean for Academic Affairs may grant a waiver from re-enrolling in certain required courses successfully completed as an LL.M. student (e.g., Contracts I). In such an instance, the student will still be required to complete 88 credits by substituting elective courses for any courses that were waived.

***Note:** This policy does not preclude the Associate Dean for Academic Affairs from granting up to 29 advanced standing credits for law work completed in an undergraduate program in a common law system (e.g., from England or Australia).*

#### **§4.1.16 POLICY ON MILITARY SERVICE**

A student who is called to active duty military service during any semester of law school will, upon that student's request, be entitled to withdraw from classes that semester and will receive a full refund of all tuition paid for that semester.

A student who is called to active duty military service during the second semester of his/her first year of law school, or at any other time thereafter, may alternatively request that he/she receive passing credit for any or all of the courses in which he/she is enrolled and has attended at least 70% of the scheduled classes in that course for that semester. Assuming that the student has attended at least 70% of the scheduled classes in a course for that semester, the student's professor has the discretion to grant or deny the student's request. If a professor declines to grant the student passing credit for a course, the student shall be entitled to withdraw from that course and receive a full refund of all tuition paid for that course that semester.

When a student who is called to active duty military service withdraws from a course or receives passing credit for a course, the registrar shall so indicate by marking "MW (Military Withdrawal)" or "MP (Military Pass)" on the student's transcript.

Any student who suspends law study after having been called to active duty military service may re-matriculate within a reasonable time after completing active duty military service.

#### **§4.1.17 STUDENT COMPLAINTS**

As an ABA-accredited law school, Chapman University Fowler School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

Any student at the law school who wishes to bring a formal complaint to the administration of the law school of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should do the following:

1. Submit the complaint in writing to the Associate Dean for Academic Affairs or the Associate Dean of Student Affairs. The signed, dated statement may be delivered as a hard copy or scanned and delivered via email.
2. The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).
3. The writing must provide the name, official law school e-mail address, phone number, and street address of the complaining student, for further communication about the complaint.
4. The administrator to whom the complaint is submitted will acknowledge the complaint within ten (10) business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
5. Within three weeks of acknowledgment of the complaint, the Associate Dean of Academic Affairs or the Associate Dean for Student Affairs, or their designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within three weeks after completion of the investigation.
6. Appeals regarding decisions on complaints may be taken to the Dean of the law school. Any decision made on appeal by the Dean shall be final.
7. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Associate Dean for Student Affairs until the subsequent re-accreditation review by the ABA. Such reviews occur every seven years.
8. The law school shall not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.
9. This policy is not applicable to situations where another policy applies, including, but not limited to, sexual harassment, Honor Code violations, and violations of the University Student Conduct Code.

### **§4.1.18 J.D. Learning Outcomes**

The School of Law faculty have identified the following learning outcomes as critical to a law degree and to developing the skills needed to become a proficient attorney.

1. Graduates will know basic principles of the substantive and procedural law covered in the following courses: Civil Procedure, Constitutional Law, Contracts, Corporations / Business Associations, Criminal Law, Evidence, Federal Income Taxation, Professional Responsibility, Property and Torts.
2. Graduates will be able to engage in legal analysis and reasoning as required for the competent practice of the law.
3. Graduates will research legal issues effectively and efficiently.
4. Graduates will demonstrate the ability to write effectively as needed for the competent practice of law.
5. Graduates will orally communicate in a professional manner that is audience appropriate.
6. Graduates will demonstrate an understanding of and an ability to engage in the professional conduct expected of practicing attorneys, and the ethical standards set out in the ABA model rules, required to competently represent clients and to provide for an effectively functioning legal system.
7. Graduates will be able to diagnose problems confronting clients, understand clients' objectives, and generate strategies to achieve those objectives.

### **§4.1.19 Emphasis Learning Outcomes**

#### Advocacy and Dispute Resolution

1. Graduates will be able to communicate effectively across a variety of legal contexts.
2. Graduates will demonstrate civility, ethics, and professionalism across a variety of legal contexts.

#### Business Law

1. Students will know the basics of the laws most frequently encountered in business. They will be able to distinguish between matters under federal, state, and local jurisdictions.
2. Students will learn to distinguish between the different kinds of laws and regulations that govern business. This will enable graduates to direct their further research on behalf of clients into the most likely fruitful directions.
3. Students will learn to distinguish business decisions from legal decisions, and to find ways to contribute to business outcomes through innovative legal strategies. This is an important aspect of successful practice of business law.

### Criminal Law

1. Students will be able to engage in legal analysis and reasoning as required for the competent practice of criminal law.
2. Students will research legal issues effectively and efficiently.
3. Students will demonstrate the ability to write effectively as needed for the competent practice of law.
4. Students will orally communicate in a professional manner that is audience appropriate
5. Students will demonstrate an understanding of and an ability to engage in the professional conduct expected of practicing attorneys, and the ethical standards set out in the ABA model rules, required to competently represent clients and to provide for an effectively functioning legal system.
6. Students will be able to diagnose problems confronting clients, understand clients' objectives, and generate strategies to achieve those objectives.

### Entertainment Law

1. Students who earn the Entertainment Law Emphasis Certificate will know the basic principles of the substantive law applicable to clients engaged in business transactions in the entertainment industry.
2. Students who earn the Entertainment Law Emphasis Certificate will be able to understand clients' objectives and recommend practical strategies to achieve those objectives in the entertainment industry.

### Environmental, Land Use, and Real Estate

1. Graduates will know the basic principles of the substantive law applicable to environmental, real estate, and land use law.
2. Graduates will be able to engage in legal analysis and reasoning as required for the competent practice of the law.
3. Graduates will demonstrate the ability to write effectively as needed for the competent practice of law.

### International Law

1. Students who earn the International Law Emphasis Certificate will know the basic principles of public and private international law applicable to the international legal system and its relationship to national laws and institutions.
2. Students who earn the International Law Emphasis Certificate will be able to understand legal issues that span national borders and advise clients whose interests and concerns are transnational in scope.

### Tax Law

1. Students who earn the Tax Law Emphasis Certificate will understand the basic principles of law applicable across a breadth of tax law including personal, business and estate & gift tax.
2. Students who earn the Tax Law Emphasis Certificate will be able to understand clients' objectives, recognize the legal issues that arise from them and recommend strategies to either achieve client objectives or recommend alternative solutions if client objectives cannot be met.

#### **§4.1.20 LL.M. Learning Outcomes**

1. Understanding American Law – LL.M. students with foreign law degrees will demonstrate an understanding of the legal system of the United States by applying (1) the common law and case method, (2) basic principles of legal procedure, and (3) specific content areas relevant to their area of emphasis to propose, assess, justify, and/or recommend resolutions to simulated and real-world legal issues.

2. Emphasis-Appropriate Content and Analysis – LL.M. students should demonstrate subject matter knowledge and information appropriate to their area of emphasis and their personal and program goals. Students should apply legal rules and information appropriate to their area of emphasis to formulate clear and effective legal analysis and to prepare and recommend solutions to legal problems.

3. Emphasis-Appropriate Skills – LL.M. students should develop essential skills appropriate to their area of emphasis and their personal and program goals.

-- For Trial Advocacy emphasis students, this primarily means skills appropriate to trial practice.

-- For Business Law emphasis students, this primarily means practice-related legal research and writing, as well as skills such as Negotiation and Mediation for students with those focus areas.

-- For International & Comparative emphasis students, this primarily means academic legal writing (Directed Research/Thesis).

-- For Entertainment Emphasis students, it primarily means real-world negotiating and drafting media-related legal instruments via the Entertainment Law Clinic.

-- For Tax emphasis students, this primarily means tax-related practice skills and legal research/writing.

#### **§4.2 FOWLER SCHOOL OF LAW HONOR CODE**

Students are subject to the Chapman University Fowler School of Law Honor Code set forth in full in Section §7.1 of this Handbook.

#### **§4.3 UNIVERSITY CONDUCT CODE**

Fowler School of Law students are also subject to the University Conduct Code which is set forth on the University website at <https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx>. The University Conduct Code is incorporated herein its entirety.

## **§4.4 DISABILITY ACCOMMODATIONS**

### **§4.1.1 POLICY OVERVIEW**

Chapman University is committed to making educational and employment opportunities accessible to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. By providing full access to qualified students with disabilities, the University demonstrates its belief that the community will benefit from the skills and talents of these individuals. As an equal opportunity employer, the University does not discriminate on the basis of disability in the hiring, promotion, and retention of otherwise qualified faculty and staff. In this regard, Chapman University has implemented the following policies:

- Chapman University strictly prohibits any form of discrimination on the basis of an individual's disability.
- Chapman University offers individualized assessment of student needs and reasonable accommodation to otherwise qualified individuals with disabilities.

These policies apply to every facet of the University's operations, including but not limited to admissions, academic requirements, financial aid, or other school-administered program or service.

Chapman University has developed and maintains programs and resources to monitor and to assure compliance with these policies. These include Disability Services, an ADA Compliance Officer, Equal Opportunity Officer, and an ADA Committee. These resources are designed to offer individualized assessment and to provide accommodations in the most integrated setting appropriate.

The Director of Disability Services, who is a standing member of the University's ADA Committee, administers these policies together with the law school's Associate Dean of Student Affairs and Administration. Information concerning these policies is maintained in Disability Services. Summaries and references to these policies are provided in the law school's Student Handbook. Individuals can also obtain information about these policies through the University's ADA Compliance Officer and Equal Opportunity Officer.

#### **DEFINITIONS**

1. For purposes of this policy, a person with a disability is defined as any person who has a physical, psychological and/or medical impairment which substantially limits one or more major life activities; has a record of such impairments; or is regarded as having such impairment.
2. For purposes of this policy, an otherwise qualified person with a disability is defined as an individual with a disability who meets the academic and technical standards requisite to admission and participation in the law school's educational program and activities.

## **POLICY AND PROCEDURES FOR PROVIDING SERVICES TO STUDENTS WITH DISABILITIES**

1. **Non-Discrimination.** Chapman University strictly prohibits any form of discrimination against individuals with disabilities in its programs.
2. **Reasonable Accommodations for Otherwise Qualified Individuals.**

To comply with the Americans with Disabilities Act and other applicable laws, the University will provide as necessary reasonable and readily achievable accommodations, including academic adjustments and auxiliary aids, to ensure otherwise qualified students with disabilities access to the University's services, programs and activities.

Accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome, either financially or administratively, to the University. Students with disabilities who require accommodations must make those needs known to the law school's Associate Dean of Student Affairs or the University's Disability Services as soon as possible. Students are responsible for making these needs known in a timely fashion and for providing appropriate documentation and evaluation in appropriate cases.

The University seeks to accommodate students with disabilities on an individual basis. Individual students are given reasonable and necessary accommodations based on specific information and assessment data documented by a professional from outside the University who, in the judgment of the University, is qualified to provide such information and assessment. Disability Services makes available information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities.

### **3. VERIFICATION OF DISABILITY**

Applicants are not required to notify the University or law school of a disability or need for accommodations prior to admission. Individuals who need accommodations in order to submit an application are invited to contact the Admission Office of Chapman University Fowler School of Law.

Following admission, any student who, because of a disability, needs a special accommodation with respect to any policy, practice, service, or benefit, is requested to notify Disability Services and provide appropriate information including the reason for the request and the specific type of accommodation requested. In order to provide the accommodations on a timely basis, it is recommended that new students inform the University of the need for accommodations well in advance of their matriculation.

A student or applicant requesting special accommodation(s) because of a disability will be required to provide current professional verification by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who, in the opinion of University, is qualified in the diagnosis and assessment of the disability. The verification must reflect the student's present level of functioning of the major life activity affected

by the disability. The student must provide the verification documentation to Disability Services or his/her designate. The cost of obtaining the professional verification will be borne by the student.

If the initial documentation is deemed incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the University reserves the right to require supplemental assessment of a physical disability. The cost of the supplemental assessment will be borne by the student.

#### **4. ASSESSMENT AND ACCOMMODATION**

Requests for accommodation will be reviewed and assessed on an individualized basis by Disability Services.

The University will offer accommodations to otherwise qualified students and applicants unless doing so would fundamentally alter the nature of its academic programs, impose an undue financial or administrative burden, or would result in lowering academic and other essential performance standards.

Where more than one accommodation is reasonable, preference shall be given to the accommodation that will result in the most integrated setting appropriate for the individual.

#### **5. RECORDS AND PRIVACY**

Medical information provided to the University by students as part of a request for accommodation(s) is treated as confidential medical records under applicable laws and school policies. Such information is provided only to individuals who are privileged to receive such information on a need to know basis. Such confidential records shall be separately maintained by the University's Disability Services. These records shall be archived apart from official transcripts and educational records. All documents produced by consultants in the performance of services for the University will remain the property of Chapman University.

#### **6. GRADUATE SERVICES**

The University will assist students in documenting accommodations received during law school as an aid in requesting accommodations for bar examination and/or entrance exams for other graduate programs.

#### **7. ADMISSIONS POLICY**

The University does not discriminate on the basis of a disability. Any information concerning an applicant's disability provided during the admissions process is voluntary or optional and is maintained in accordance with laws relating to confidentiality. The University uses this information only for the purpose of avoiding past performance difficulties that the students may have experienced due to disabilities as reflected in their



academic records. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

## **8. PROHIBITION AGAINST RETALIATION**

The University strictly prohibits any form of retaliation against any student or applicant who requests an accommodation, reports or participates in the investigation of a complaint, or otherwise exercises rights secured by this policy.

## **9. INTERNAL GRIEVANCE/APPEALS PROCEDURES**

Students who have concerns about a granted service, accommodation, modification of a law school or University practice or requirement, are encouraged to bring those concerns or complaints to the attention of the appropriate campus personnel, e.g., law school Associate Dean of Student Affairs or law school Associate Dean for Academic Affairs, for immediate resolution. Complaints or appeals related specifically to services for students with disabilities provided by Disability Services should be immediately brought to the attention of the Director. He/she will review the matter and attempt to informally resolve the situation. In the event that the matter cannot be resolved, students have the right to use the University's grievance/appeal procedures.

All grievances or appeals must be in writing. The complaint should include the name and address of the person filing the complaint and describe the alleged complaint or concern. For matters involving a classroom accommodation or a requested classroom service, the the Director, along with the University's ADA Committee, will review and investigate the complaint. The investigation while informal but thorough, will afford the student an opportunity to submit evidence relevant to the complaint. In a timely manner the committee will review the matter and respond to the student. Matters involving a petition for substitution of a University practice or academic requirement will also be forwarded to the ADA committee. The committee will review the petition and forward the petition along with their recommendation to the law school's University's Student Standards Committee. The Committee will approve or deny the petition. If the petition is denied the student may make a personal appeal to the Student Standards Committee.

Any petition, grievance or appeal denied by the Student Standards Committee may further appeal directly to the Office of the Provost for reconsideration. If the student is dissatisfied with decision of the Office of the Provost, he/she may file a complaint with the University's Equal Employment Opportunity Officer (EEO). The EEO will investigate the complaint in accordance with the procedures as set forth in Chapman University's Harassment and Discrimination Policy.

## **10. EXTERNAL GRIEVANCES**

Although students are encouraged to attempt to resolve grievances using the University process, they have the right to file any grievance directly with the Office of Civil Rights (OCR). Complaints filed with the OCR must be filed within 180 days from the time the incident occurred.

## **§4.5 HARASSMENT & DISCRIMINATION POLICY**

The University's Harassment and Discrimination Policy applies to all members of the Chapman community, including students, faculty, administrators and staff. The University Harassment and Discrimination Policy is set forth on the University website at <https://www.chapman.edu/law/student-resources/discrimination-policies.aspx>

The University's Harassment and Discrimination Policy is incorporated herein its entirety.

## **§4.6 INFORMATION REGARDING THE STUDENT SEXUAL MISCONDUCT POLICY**

Chapman University is deeply committed to creating and sustaining an educational, work, and living environment that is conducive to learning and scholarship and supportive of students and employees. Part of this commitment is fostering a campus free of sexual misconduct in all its forms.

Sexual misconduct and gender/sex-based harassment or discrimination can take many forms, including but not limited to sexual battery, sexual assault, intimate partner violence and abuse, stalking, sexual exploitation. These types of conduct are prohibited under the Student Sexual Misconduct Policy, Chapman University's Harassment and Discrimination Policy, and the Student Conduct Code.

The University's goal is an open and safe community where these behaviors are deemed unacceptable, where those who are affected are provided support, and where a fair and impartial review process is provided to all parties. The University's response to allegations of prohibited conduct is grounded in the fair application of policy and procedure. Please see <https://www.chapman.edu/students/health-and-safety/title-ix/index.aspx>. The University's Student Sexual Misconduct Policy, Harassment, Discrimination and Sexual Harassment Policy, and Student Sexual Misconduct and Title IX General Information Guide are incorporated herein their entirety.

## **§4.7 POSTING OF SIGNS**

To allow for the tasteful, efficient and equitable use of the approved posting areas throughout the Fowler School of Law Campus, the Office of Student Affairs has developed this posting policy for your use. This is the only policy addressing posting at the law school and is your official guide to all posting rules and locations.

### **A. POSTING APPROVAL PROCESS**

**Before posting in Kennedy Hall other than on the bulletin boards in the Student Lounge approved for use by students or in the student locker room, students and/or**

organizations **must have approval** from the Law School's Assistant Director of Student and Alumni Services' Office located on the third floor in the Student Affairs Suite.

All postings must be stamped with the date approval was granted. Information may be posted no earlier than one month before an event. **No more than 10 copies per event may be posted and should be removed promptly when the event is over. No more than one copy of an item may be posted on a given bulletin board. Postings cannot be posted more than one month prior to the event.**

#### **B. SIZE AND CONTENT OF POSTINGS**

All materials posted should be of an attractive and clean nature and as professional in appearance as is possible. Advertising for an event may not include information or pictures about alcohol being served unless approved by the Associate Dean of Student Affairs.

Student publicity written in a foreign language must have a translation on file in the Office of Student and Alumni Services. Three-dimensional materials will be approved for posting/display providing they meet all the criteria listed in this policy.

Publicity may be done in chalk on the University sidewalks (excluding any Forum sidewalks) provided you remove all of the chalk with water directly after the event. Flyers may not be posted on any sidewalks or any other non-approved surfaces, including automobiles.

#### **C. POSTING LOCATIONS**

**Only** bulletin boards designated as Student Notice boards may be used for postings. **No posting is permitted on any painted surfaces, glass doors, classroom doors, elevator doors or call button areas, doors in general, walls or windows. Classroom door signs may be used on a limited basis as they are reserved for academic postings.**

Posting on trees, trash cans, light poles, utility poles, phone booths, phones, benches, sidewalks, bushes, or any other surface otherwise noted as a illegal posting location **is not permitted** anywhere on campus. Such posting will be removed immediately.

#### **D. USE OF BLACKBOARD**

The University's electronic email and message posting service, commonly known as Blackboard, may not be used by students for commercial purposes, including but not limited to the distribution of information concerning commercial bar preparation courses or law school study aids. Blackboard also may not be used by students for the dissemination of information regarding events.

## §5

### ACADEMIC & CAMPUS RESOURCES

#### §5.1 Fowler School of Law

##### §5.1.1 ACADEMIC ACHIEVEMENT PROGRAM AND BAR SERVICES

Chapman University Fowler School of Law's Academic Achievement Program is designed to assist all students in reaching their academic potential. The program reduces the confusion and frustration many first-year law students experience and assists Chapman law students in the mastery of those skills necessary to become successful law students and productive attorneys. The Director of Academic Achievement conducts workshops throughout the academic year designed to help first-year students transition from undergraduate school or the workplace to law school by teaching study skills, notetaking, class participation skills, outlining skills and exam skills. The Director is available to meet with individual students to address their academic needs and progress, including giving practice exams and reviewing student efforts on these practice exams. In addition, advanced students serve as Academic Fellows for the first-year and other required law courses. The Academic Fellows hold office hours each week during which they are available to respond to student questions. The Academic Fellows also lead class review sessions once each week. Additional one on one meetings are offered during the spring based on first semester grades and other indicators of student need.

The law school helps students succeed, not only in law school, but also on the bar examination. During the final year of law study, graduating students may participate in a variety of Early Bar Preparation programs. Students are encouraged to take Selected Topics in American Law, which covers essay writing and substantive law in all the essay subjects found on the California Bar Exam. Students who enter their final year in law school ranked in the bottom quartile of their class must take both Selected Topics in American Law and Legal Analysis Workshop which focuses on essay writing in a more intense manner. In addition, after graduation, students are encouraged to participate in the Law School's free Supplemental Bar Preparation Program, which includes both a comprehensive nine-week review of the Multistate Bar Examination and offers students an opportunity to write numerous practice essays and receive feedback within 24-48 hours.

## **§5.1.2 CAREER SERVICES OFFICE**

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The Chapman University Fowler School of Law Career Services Office is dedicated to providing quality services by working with students to market themselves effectively and facilitating connections between students and employers. In furtherance of this mission, both our office and the students have roles and responsibilities in the job search context.

The Career Services Office assists students with their transition into the legal profession by:

- Providing written resources, live trainings, and skill-building exercises to apply high standards of ethical and professional behavior in their interactions with potential legal employers, law school faculty, administrators and staff, Fowler School of Law students, and all members of the bench and bar.
- Equipping students with the skills to successfully apply for legal employment by offering training programs and written materials on job searching skills and providing students with current information about the legal job market.
- Guiding students through the employment decision-making process by providing personalized, one-on-one career counseling to assist them in assessing their current skills, work values, and career goals.
- Enhancing Fowler School of Law students' employment opportunities by actively conducting outreach to potential legal employers and engaging employers in recruitment activities with the Career Services Office.

The students' role in their job search is to:

- Take responsibility for their own job search by diligently and consistently seeking employment.
- Determine their desired career by performing a self-assessment of their talents and preferences. (The Career Services Office will guide students through this process.)
- Do their own "market research" by performing informational interviews and researching potential employers. (The Career Services Office will teach students how to conduct informational interviews and how to research employers.)
- Establish and maintain a network of professional relationships. (The Career Services Office sponsors a Mentor Program in the spring along with career panels, career events, and professional development presentations throughout the school year to help students establish their networks.)
- Develop and practice job searching skills that they will learn from the Career Services Office, including drafting their resumes and cover letters, researching employers, networking, and interviewing. (The Career Services Office offers a year-round Mock Interview Program, and students have access to InterviewStream where they can conduct online mock interviews at their convenience.)
- Attend information sessions sponsored by the Career Services Office to explore career options.
- Remain in contact with the Career Services Office so that the counselors can notify students of job openings for which they would be qualified candidates.

By working together as a team, the Career Services Office will be able to help students identify and meet their career goals.

#### **§5.1.2.1 OFFICE HOURS**

The Career Services Office located on the third floor, Room 303, across from the Dean's Suite. The office is open Monday through Friday, typically from 9:00 a.m. to 5:00 p.m.

Students are encouraged to visit with the Career Services staff frequently to discuss their employment goals. Students are assigned an initial counselor who, absent a conflict, will work with the student throughout their legal career and post-graduate job search. In accordance with National Association for Law Placement (NALP) guidelines, first-year students may not receive individual career counseling until October 15.

#### **§5.1.2.2 ON-CAMPUS INTERVIEWING, RESUME COLLECTION AND JOB POSTINGS**

The Career Services Office actively markets Chapman University Fowler School of Law students to local employers. Employers are encouraged to use the Career Services Office by interviewing students on campus, requesting resume collections from interested candidates, or posting job notices with the Career Services Office throughout the year. Employers are also often invited to speak on campus as panelists to provide students with practice insights and provide networking opportunities.

In accordance with NALP standards, fall on-campus interviewing is open to all second- and third-year students. Because information about fall on-campus interviewing is sent to all eligible students during the summer, it is imperative that students keep their contact information updated with the Career Services Office and the Registrar's Office. The Career Services Office will also organize spring on-campus interviews (OCI) to meet the needs of all students.

Employers who are not able to participate in on-campus interviews are encouraged to participate in resume collection or post a job notice with the Career Services Office. Students can obtain information about events, workshops, announcements, and job postings through the Career Services website: <http://www.chapman.edu/law/careers>. Additionally, all students will be registered with Career Services' internal job database, Symplicity, at <https://law-chapman-csm.symplicity.com>. Each job posting indicates application deadlines and the method by which candidates should transmit application materials to the employers.

#### **§5.1.2.3 RESUME AND COVER LETTER REVIEW**

The Career Services staff is available to review resumes and cover letters. Students may bring their resumes and cover letters to the Career Services Office in person or send them electronically to their counselor. The materials are reviewed as soon as the counselors are able. If students need a faster response due to an impending application deadline, they may request a review on a rush basis, but the counselors cannot guarantee that they will always be able to accommodate the request. The counselors will be available to review resumes and cover letters drafted by first-year students after October 15.

#### **§5.1.2.4 MOCK INTERVIEW PROGRAM**

The art of interviewing can be learned only through practice. The Mock Interview Program is available year-round, with special programs in the spring and summer, so that all students will have the opportunity to practice their interviewing skills. Mock interviews will be conducted by Career Services staff or practicing attorneys, who will give students valuable feedback and advice. All students are ***strongly encouraged*** to participate in the program. In addition, students may access InterviewStream on the Career Services website to practice their interviewing skills online: <https://chapman.interviewstream.com>.

#### **§5.1.2.5 RESOURCE MATERIALS**

The Career Services Office houses a resource library with publications, manuals, employer recruitment brochures, legal directories, and career development texts on a variety of legal and non-traditional practice areas and job search resources.

#### **§5.1.2.6 JOB SEARCH SKILLS AND PROFESSIONAL DEVELOPMENT TRAINING SESSIONS**

The structure of the legal profession is unique, and the legal job market demands that candidates exercise a high level of job-searching skills. To help students achieve their career goals, the Career Services Office will offer a variety of presentations and workshops during the school year focusing on job search techniques, resume writing styles, and interviewing skills common to the legal marketplace and in alternative careers for layers. Chapman University Fowler School of Law wants all students to find satisfying employment, so all students are strongly encouraged to participate in these events.

#### **§5.1.2.7 MENTOR PROGRAM**

The Career Services Office offers a mandatory Mentor Program for first-year law students so they can receive personal support and encouragement from practicing attorneys and judges. This program is a great way to begin or enhance a student's network of professional relationships. All first-year students will receive an invitation to participate in the program.

#### **§5.1.2.8 CAREER DEVELOPMENT PRESENTATIONS**

To provide students with additional networking opportunities, the Career Services Office will co-sponsor career panels throughout the academic year. Career panels provide students with the opportunity to learn more about practice areas and to meet attorneys from the Southern California region. More details regarding each event will be shared via e-mail, the *Classifieds* (the weekly Career Services e-newsletter), and posters.

In addition to these panels held throughout the year, Fowler School of Law participates in programs sponsored by the Law School Career Advisors of Southern California. These events include:

**Entertainment Law Career Day**  
**Public Interest/Public Sector Career Day**



### **§5.1.2.9 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

Chapman University Fowler School of Law prohibits any form of harassment or discrimination in employment based upon an individual's race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect. The services and facilities of the Career Services Office are available only to those employers who observe the principle of equal opportunity and whose practices are consistent with this policy.

Use of the law school's facilities and/or job posting by any prospective employer constitutes a representation by the employer that its interviewing and employment practices are in accord with the law school's non-discrimination and anti-harassment policy. Fowler School of Law expects that all employers will consider, in good faith, each applicant on the basis of his or her individual merits and will treat our students with dignity and respect.

### **§5.1.2.10 NON-DISCRIMINATION PRACTICES**

Fowler Law School's Career Services Office is committed to providing students and graduates with an equal opportunity to obtain employment without discrimination or harassment. The Career Services Office engages in the following non-discrimination practices: 1) communicating to every employer to whom we furnish assistance and facilities for interviewing and other placement functions our expectation that the employer will comply with Fowler School of Law's non-discrimination and anti-harassment policy; 2) investigating any complaints concerning discriminatory practices against Fowler School of Law's students; and 3) excluding any employer that discriminates or harasses from the use of the services and facilities of the Career Services Office. Fowler School of Law's non-discrimination and anti-harassment practices with regard to specific situations are discussed below.

On-Campus Interviews: Fowler School of Law explicitly advises employers of the school's non-discrimination and anti-harassment policy by providing employers with a copy of its policy at the time the employer registers to use Fowler School of Law's facilities and services for on-campus interviewing, and employers must acknowledge receipt of the policy and expressly agree to abide by it in order to recruit from Fowler School of Law.

Employment Listings Received by Phone, Mail or Internet: When an employer requests to post an employment listing by phone, mail, or Internet, the Career Services Office communicates Fowler School of Law's non-discrimination and anti-harassment policy to the employer by mailing, faxing, or emailing a copy of the "Job Posting Form" to the employer. The "Job Posting Form" contains a

statement of Fowler School of Law's non-discrimination and anti-harassment policy. Employers must affirmatively agree to adhere to the non-discrimination and anti-harassment policy by signature (handwritten or electronically) before the office will proceed with posting the job notice.

#### **§5.1.2.11 STUDENT COMPLAINTS REGARDING RECRUITING PRACTICE**

Students are encouraged to notify the Career Services Office of improper recruiting practices or inappropriate interviewing conduct by employers as soon as possible after the incident in question has occurred.

#### **COMPLAINT PROCEDURE:**

Depending on the nature of the complaint, the matter may be handled internally by the Career Services Office. However, in instances involving a claim of discrimination or sexual misconduct by an employer utilizing the services of the CSO, the matter will be reported to the University's Equal Opportunity and Diversity Officer.

In addition to or in lieu of the procedures set forth in this policy, any individual who feels he or she has been subjected to unlawful harassment or discrimination may contact the California Department of Fair Employment and Housing, the United States Equal Opportunity Commission, or Office of Civil Rights.

#### **§5.1.2.12 POLICIES FOR ON AND OFF-CAMPUS RECRUITMENT**

1. Information about fall on-campus interviewing is distributed to all second and third-year students via the *Classifieds*, *OCI Handbook*, by email, on Symplicity, and through the Career Services website. The Career Services Office also presents a fall and spring OCI orientation session before the recruitment season. A list of employers who are participating in the Fowler School of Law's on-campus interviewing program or who have requested resume collection services will be posted on Symplicity. Students should review the *Classifieds* and Symplicity carefully to ensure that their applications are submitted in a timely fashion.

2. Beginning in July 2016, all resumes will be forwarded to employers who have requested on-campus interviewing or resume collection services. (As previously noted, the Career Services Office will be scheduling interviews for on-campus interviewers only. Other employers will contact students directly to arrange interviews.) On-campus interviewers will submit a list of students whom they want to interview to the Career Services Office.

3. Students need to register with and obtain interview schedules through Symplicity. Notifications of interviews will be sent to their Chapman University e-

mail account. It is imperative that students check this account daily or that they forward their Chapman University e-mails to their personal e-mail accounts. Please refer to the Information Systems & Technology website at <http://www.chapman.edu/campus-services/information-systems> for more information. Upon notification, students should sign up for an interview slot through Symplicity **within 24 hours.**

4. Students may not cancel any interviews unless they have accepted another offer or for an emergency (e.g., serious injury or death in the family). They should cancel an interview only if they are facing truly exigent circumstances. In the case of illness or emergency, please contact the Career Services Office as soon as possible. Failing to attend an interview without any prior notice may result in the loss of on-campus interviewing privileges.

#### **§5.1.2.13 ON-CAMPUS AND OFF-CAMPUS INTERVIEW CANCELLATION POLICY**

The Chapman University Fowler School of Law Career Services Office expects that students participating in Fowler School of Law's on-campus interview program will demonstrate the highest levels of professional behavior. To enhance and preserve the professional reputation of all Fowler School of Law students, the Career Services Office has adopted the following policy that is binding upon all Fowler School of Law students:

Arriving late for an interview or failing to cancel a scheduled interview reflects poorly upon the individual candidate and upon Fowler School of Law students in the aggregate. In the case of unanticipated illness or emergency, please contact the Career Services Office at (714) 628-2648 as soon as possible. If a student fails to attend a scheduled on-campus interview without any prior notice, the student will need to meet with the Associate Dean for Student Affairs and draft an apology letter to the employer. Future on-campus interviewing privileges may be suspended at the discretion of the Associate Dean, subject to compliance with this policy.

This policy also applies to mock interviews organized by the Chapman University Fowler School of Law Career Services Office and interviews organized through the Law School Career Advisors of Southern California Consortium.

### **§5.2 GRADUATE FINANCIAL AID OFFICE**

Bhathal Hall 100  
Office Hours  
Monday – Friday: 9:00 am – 5:00 pm  
Phone: (714) 628-2730  
Fax: (714) 628-2571  
Email: [gradfinaid@chapman.edu](mailto:gradfinaid@chapman.edu)

Director of Graduate Financial Aid

Kathleen Clark – katclark@chapman.edu

Assistant Director of Graduate Financial Aid  
Marissa Tobias – mvargas@chapman.edu

Counselor – Graduate Financial Aid  
Deanna Hunter – dehunter@chapman.edu

Counselor – Graduate Financial Aid  
Alyson Hornsby – hornsby@chapman.edu

Counselor – Graduate Financial Aid  
Ryan Boudreau – boudreau@chapman.edu

The Graduate Financial Aid Office is open Monday through Friday from 9:00 am to 5:00 pm. Evening appointments may be arranged for students unable to arrive during normal office hours. Please call the Graduate Financial Aid Office to schedule an appointment. The office is located in the Bhatthal Building directly behind the law school.

Chapman University Fowler School of Law offers substantial financial aid in the form of scholarships, federal student loans, private loans, and work study. Chapman scholarships and grants typically cannot exceed tuition charges. Students eligible for Chapman scholarships/grants in excess of tuition, may have one or more reduced. Students must complete the Free Application for Federal Student Aid (FAFSA) and can do so at [www.fafsa.gov](http://www.fafsa.gov). Chapman's school code is 001164. Financial aid is administered according to and in compliance with Chapman University Fowler School of Law policies and procedures and U.S. Department of Education regulations.

Students can check their financial aid award status on their Student Service Center in [my.chapman.edu](http://my.chapman.edu). In addition, students will receive notices via email regarding special seminars, scholarship opportunities, important dates, and impending deadlines. Information regarding available programs will be maintained on the Graduate Financial Aid Website.

Students are encouraged to investigate outside scholarship and grant opportunities. The Graduate Financial Aid website is updated regularly with available scholarships. Students should check the Graduate Financial Aid website, and the WRIT regularly for opportunities. Many local bar associations, corporations, community groups and fraternal organizations offer scholarships, grants, and loans to law students. Students should contact such organizations directly.

Students receiving financial aid are required to maintain good standing and meet Satisfactory Academic Progress standards. Satisfactory Academic Progress policies

can be found on the Graduate Financial Aid website. In addition, students must notify the Graduate Financial Aid Office if additional funds are received (scholarships, stipends) or if their enrollment status changes; these changes can affect students' disbursements, and disbursements may be adjusted retroactively to comply with federal regulations. Federal loan recipients are required to complete entrance and exit counseling.

Students wishing to withdraw from all classes during a scheduled term should contact the Associate Dean for Student Affairs. Students withdrawing completely from a term may be required to return some or all of the funds received under the Federal Title IV aid programs. More information regarding withdrawals can be found on the Graduate Financial Aid website or directly from the Graduate Financial Aid Office.

### **§5.2.1 MERIT-BASED TUITION SCHOLARSHIPS**

Merit-based tuition scholarships awarded to entering students (both full- and part-time) are renewable for the second year of study provided the scholarship recipient meets the requisite academic standard. Scholarships awarded to entering students (both full- and part-time) are renewable on a yearly basis after the second year of study (for a maximum of three years for full-time students and four years for part-time students) so long as the scholarship recipient meets the requisite academic standard at the end of the first academic year and continues to meet the requisite academic standard at the end of each succeeding academic year.

The requisite academic standard is a cumulative grade point average of 2.900 or above.

Any student who does not meet the requisite academic standard for their catalog year is not eligible for a continuation of their merit-based tuition scholarship and will not receive such a scholarship for any subsequent year of study except as provided below under "Earning a Merit-Based Tuition Scholarship."

Fowler School of Law First Generation Scholarships are considered merit-based tuition scholarships under §5.2.1 and §5.2.4.

#### **Earning a Merit-Based Tuition Scholarship**

Students who entered catalog year Fall 2017 or earlier who do not receive a merit-based tuition scholarship at the time of matriculation are eligible for an earned scholarship at the end of their first year of study or any year of study thereafter (for a maximum of two years for full-time students and three years for part-time students) if their cumulative grade point average at the end of an academic year ranks them in the top 15% GPA cut off of their cohort group (as determined below). Any student who entered catalog year Fall 2017 or earlier who is not eligible for a continuation of their initial scholarship because they do not meet the requisite academic standard at the end of an academic year will not receive a scholarship for any subsequent year of

study unless their cumulative grade point average once again places them in the top 15% GPA cut off of their cohort group at the end of another academic year.

Students who entered law school catalog year Fall 2018 or later who do not receive a merit-based tuition scholarship at the time of matriculation are eligible for an earned scholarship at the end of their first year of study if their cumulative grade point average at the end of their first academic year ranks them in the top 15% GPA cut off (as determined below). Any student who enters in Fall 2018 or later who is not eligible for a continuation of their initial scholarship because they do not meet the requisite academic standard at the end of an academic year will not receive a scholarship for any subsequent year of study.

Earned scholarships will be renewed for each successive year if the student maintains the requisite academic standard at the end of each succeeding academic year.

### **Increasing a Merit-Based Tuition Scholarship**

Any student who entered law school catalog year Fall 2017 or earlier and received less than a full scholarship at the time of matriculation is eligible for a scholarship increase at the end of their first year of study or any year of study thereafter (for a maximum of two years for full-time students and three years for part-time students) if their cumulative grade point average at the end of an academic year ranks them in the top 15% GPA cut off of their cohort group and the amount earned is greater than their current scholarship (as determined below). This scholarship will be renewed at the increased amount for each successive year if the student has a cumulative grade point average of 2.900 or above at the end of each succeeding academic year. Any student who entered law school catalog year Fall 2017 or earlier who is not eligible for a continuation of their scholarship because they do not have the requisite academic standard at the end of an academic year will not receive a merit-based tuition scholarship for any subsequent year of study unless the student's cumulative grade point average at the end of an academic year once again places them in the top 15% GPA cut off of their cohort group.

Any student who entered law school catalog year Fall 2018 or later and received less than a full scholarship at the time of matriculation is eligible for a scholarship increase at the end of their first year of study if their cumulative grade point average at the end of their first academic year ranks them in the top 15% GPA cut off of their cohort group (as determined below) and the amount earned is greater than their current scholarship. This scholarship will be renewed at the increased amount for each successive year if the student has a cumulative grade point average of 2.900 or above at the end of each succeeding academic year. Any student entering catalog year Fall 2018 or later who is not eligible for a continuation of their scholarship because they do not have the requisite academic standard at the end of an academic year will not receive a scholarship for any subsequent years of study.

## Earning/Increasing a Merit-Based Tuition Scholarship

Earned/Increased Scholarship Chart for students who entered law school catalog year Fall 2018 or earlier:

<b>Published Full-time GPA cut-off</b>	<b>Earned/Increased Scholarship Percentage</b>
Top 1-5%	100%
Top 6-10%	90%
Top 11-15%	80%

Percentages are rounded to the next highest number. Example: Ranking is 5.01%, rounded up would be 6% and student would receive a 90% scholarship.

For students entering law school catalog year Fall 2019 or later, please consult the Graduate Financial Aid Office for more details about earned scholarships.

The grade point average cutoff for scholarships will be determined by the official full time class rankings in the manner set forth in Section 5.2.6.8 of this Handbook.

Any student who wishes to appeal the loss of his/her scholarship may do so by obtaining an appeal form from the Graduate Financial Aid Office. All appeals must be based on extraordinary circumstances and must be supported by appropriate documentation. All appeals must be submitted to the Graduate Financial Aid Office no later than July 15. Appeals will be decided by the Scholarship Committee, and all decisions of the committee are final.

### Limits

Merit-based tuition scholarships will be limited as follows:

JD Full-time – Up to three years

JD Part-time – Up to four years

JD/MBA – Up to three years law scholarship, one year Business Scholarship

JD/MFA – Up to two and one half years law scholarship, one and one half year Film Scholarship

LL.M. – Per terms listed in offer letter

Students who move from the JD full-time program to the part time program after completing one year or less will have their scholarship eligibility extended to four years and will receive the equivalent percentage of the part-time tuition, with the total

scholarship awarded over the course of their studies not to exceed the total scholarship amount that they would have been eligible for over their course of study as JD full-time students.

Students who move from the JD part-time program to the full-time program after their first year will have their scholarship eligibility limited to three years and will receive the equivalent percentage of the full-time tuition, with the total scholarship awarded over the course of their studies not to exceed the total scholarship amount that they would have been eligible for over their course of study as JD part-time students.

If the scholarship was initially granted as a percentage of tuition, it would be applied as a percentage following the change in full-time/part-time status. If the scholarship was initially granted as a flat amount, a new flat amount would be determined (as described above) and would be applied consistently thereafter regardless of changes in tuition. All full- and part-time scholarships will be awarded in accordance with the time limits and other restrictions set forth in §5.2.1 and §5.2.4.

### **Scholarships Granted as a Percentage of Tuition or in a Flat Amount**

Merit-based tuition scholarships may be granted either as a percentage of tuition or in a flat amount. When renewed, scholarships initially granted as a percentage of tuition will be applied as a percentage of the tuition for the year in which it is awarded. When renewed, scholarships initially awarded as a flat amount will be applied consistently in the amount initially offered to the student at the time of admission, regardless of any changes in the cost of tuition.

#### **For students enrolled in joint JD and MFAs/MBA.**

##### **1. JD/MBA**

Students receiving merit-based tuition scholarships from the law school will have those scholarships applied to the first, third and/or fourth years of the program according to the law school's scholarship policy in effect under the catalog year the student entered. Any scholarships awarded by the MBA program will be applied to the student's second year in the program. Thus, a joint degree student who is eligible for a renewed, earned, or increased law scholarship after completion of their first JD year will have that scholarship suspended during the second year of their program while the student engages primarily in MBA course work. The suspended/earned law scholarship will be applied to the student's third year of JD study. If a student who entered catalog year Fall 2017 or earlier is not eligible to renew their scholarship (due to not achieving the requisite academic standard) or earn a scholarship after completion of their first year, they will not be eligible to earn a scholarship until after completion of their third year. Students who entered catalog year Fall of 2018 or later are eligible to earn or increase a scholarship after the completion of their first year only.



The renewal/earning of a law scholarship immediately after the first year will be based on the student's ranking within the law school cohort group with whom they entered. Thereafter, law scholarship awards will be based on the student's ranking within the JD cohort that entered after their first year.

## **2. JD/MFA in Film and Television**

Students receiving merit-based tuition scholarships from the law school will have those scholarships applied to the first, third and fourth years of the program according to the law school's scholarship policy in effect under the catalog year the student entered. Any scholarships awarded by the MFA program will be applied to the student's third through fifth term in the program. Thus, a joint degree student who is eligible for a renewed, earned, or increased scholarship after completion of their first JD year will have that scholarship suspended during the third through fifth term of their program while the student is engaged in MFA coursework and paying MFA tuition rates. The suspended/earned scholarship will be applied to the student's second term of the third year of JD study during any semester the student is being charged law school tuition rates (earning at least one-half law school residence credit). If a student who entered catalog year Fall 2017 or earlier is not eligible to renew their scholarship (due to not achieving the requisite academic standard) or earn a scholarship after completion of their first year, they will not be eligible to earn a scholarship until after completion of their third year. Students who entered catalog year Fall of 2018 or later are eligible to earn or increase a scholarship after the completion of their first year only.

The renewal/earning of a law scholarship immediately after the first year will be based on the student's ranking within the law school cohort group with whom they entered. Thereafter, law scholarship awards will be based on the student's ranking within the JD cohort that entered after their first year.

### **§5.2.2 DISTINGUISHED SCHOLARS/FOWLER BOOK AWARDS**

Students awarded a Distinguished Scholars Award or the Fowler Book Scholarship (not Alumni Book Award) will have it renewed each year provided the student remains in good academic standing. The maximum limits for eligibility specified in the "Limits" section in §5.2.1 apply.

### **§5.2.3 OTHER SCHOLARSHIPS ADMINISTERED BY THE LAW SCHOOL**

For information about other scholarships administered by the Law School, such as the Bergener Mirejovsky Scholarship, please refer to the scholarship policies provided to the recipient when the scholarship offer was initially made or please contact the Graduate Financial Aid Office. All additional scholarship policies set forth below in §5.2.4 apply to such scholarships.

## **§5.2.4 ADDITIONAL SCHOLARSHIP POLICIES**

### **Overload charges**

Students who receive permission from the Associate Dean of Academic Affairs to take more than 16 credit hours in a given semester will be charged additional tuition for each unit above 16 credit hours. This additional tuition is not covered by any scholarship granted by the Law School, and payment of the additional tuition is the responsibility of the individual student.

### **Summer courses/Visiting/Study abroad**

Scholarships may not be applied to courses taken during interterm, summer or at another institution. Scholarships may not be applied to any study abroad program.

### **Scholarship Revocation**

The University reserves the right to revoke any scholarship if the student to whom a scholarship is awarded is determined to have violated the Honor Code or the University Student Code of Conduct. If a student is suspended for one or more semesters as a result of a violation of the law school Honor Code or the University Student Code of Conduct and their scholarship is not revoked as part of the conduct proceedings, the law school's Scholarship Committee shall determine whether the student's scholarship shall continue upon reinstatement and, if so, under what terms, the scholarship shall be continued.

### **Leave of Absence**

Similarly, if a student is granted a leave of absence under section §4.1.7.B of this Handbook, the law school's Scholarship Committee shall determine whether the student's scholarship shall continue upon the student's return to the law school and, if so, under what terms, the scholarship shall be continued. Students wishing to have their scholarship continued after a granted a leave of absence should submit a request to the Graduate Financial Aid Office.

## **§5.3 HUGH & HAZEL DARLING LAW LIBRARY**

The Hugh and Hazel Darling Law Library provides services and resources to help you succeed in law school and beyond. The Research Librarians are here to help you find and use legal materials, the Circulation staff helps you access those materials, and the Technical Services staff works behind the scenes to make legal resources available to you.

The Law Library's website at <http://www.chapman.edu/law/student-resources/library/index.aspx> has more detailed information.

### **§5.3.1 HOURS**

Regular library hours are:

Monday – Thursday 8:00 a.m. to 12:00 a.m.

Friday 8:00 a.m. to 10:00 p.m.

Saturday 9:00 a.m. to 10:00 p.m.

Sunday 9:00 a.m. to 12:00 a.m.

Hours are extended during finals and vary during breaks. Check the website for special hours.

### **§5.3.2 POLICIES**

Library policies are intended to ensure a comfortable, safe environment conducive to studying and research.

- You must show your Chapman University ID to enter the library. Guests must register at the Circulation Desk.
- The building is locked Monday through Friday after 9:00 p.m. and on weekends. You will need to swipe your ID near the patio (back) entrance to use the Law Library.
- Noise carries. Please be considerate of others while in the library.
- Food and drinks are allowed within reason. Please help keep the library clean.

### **§5.3.3 FINDING & ACCESSING LIBRARY RESOURCES**

From the law library's website, you can access a wide variety of specialized legal databases from the Law Library's webpage, and use the online catalog to find study aids, course material on Reserve, old exams, books, and other resources. Librarians are available to answer research questions and assist with identifying and using print and online resources. Your Chapman University ID is also your library card.

### **§5.3.4 STUDY ROOMS**

The Law Library has 11 study rooms for groups of two or more; some hold as many as eight. All study rooms have whiteboards; markers and erasers are available at the Circulation Desk. You can reserve rooms online up to one week in advance at <http://libcal.law.chapman.edu/booking/rooms> or by asking Law Library staff.

### **§5.3.5 PRINTING & PHOTOCOPYING**

A scanner is located on the first floor of the library. Wireless printers and copiers are located on the first and second floors.



My.Chapman.edu system. This information is issued by the IS&T Department and sent to the students prior to their first semester in residence. If you are having difficulty accessing My.Chapman.edu, please contact the Computer Service Desk at (714) 997-6600 or servicedesk@chapman.edu.

### **§5.5.2 ENROLLMENT VERIFICATION**

The Law Registrar is the certifying official for the Fowler School of Law. The Law Registrar's Office processes all enrollment verifications, State Bar certifications, State Bar Moral Character Declarations, certifications for Veteran's Affairs, and other forms and letters relating to enrollment and academic standing. The Law Registrar's Office also handles the reporting to the National Student Clearinghouse. Enrollment can be verified one semester at a time.

### **§5.5.3 EXAM NUMBERS**

Students are issued one exam number per semester and it is to be used on all law school examinations and papers subject to anonymous grading. It is the student's responsibility to keep this information in a safe place and to have it for all of their exams. Exam numbers are never released over the telephone or by fax.

### **§5.5.4 STUDENT ACCOUNTS**

Tuition, as well as Student Bar Association, insurance, course supplement and parking fees are billed to the student account on a per semester basis (annually for the Student Bar Association fee). Your account is due when billed and can be paid online or at the Cashier's Office in the Bhathal Student Administrative Services (SAS) building. Transcript fees must be paid at the Cashier's Office at the time such services are requested. Inform the Cashier that you are a law student and are paying your transcript fee. Bring the receipt to the Law Registrar's Office and file the necessary form. Transcripts without the required fee and signed Transcript Request Form will not be processed.

### **§5.5.5 GRADES AND GRADING**

Grades are due approximately 30 days after the date of the last final examination. They are recorded on the permanent record as soon as they have been approved by the Associate Dean for Academic Affairs. First year grades are not recorded until all first year final exams have been completed. Grades are posted on My.Chapman.edu only.

### **§5.5.6 GRADUATION**

Chapman University Fowler School of Law confers degrees three times a year: September, January, and June. Degrees are not posted and diplomas are not released

until the Law Registrar's Office certifies that all degree requirements have been completed and all financial obligations to the law school have been paid. Degree certification includes verification of final grades in all courses (no incompletes); cumulative grade point average of 2.000 or higher (please note that 1.999 does not round up to 2.000); both writing requirements completed; lawyering skills requirement completed; a minimum of 88 credits completed; 6 residency credits completed; emphasis certificate requirements completed (optional to students); and no excess co-curricular credit.

Graduation is not automatic – students are required to complete a “Degree Conferral Application” online.

There is a \$300 Graduation Fee that will cover various costs associated with graduation including the cap and gown rental, the composite portrait sitting fee, a diploma fee, and a graduation check fee. This fee also will allow graduates to receive two certified transcripts free of charge with their diplomas. This fee is mandatory and will be charged to all students regardless of whether the students plan to participate in the graduation ceremony and/or the class composite photo. The fee will be charged at the beginning of a student's second year of legal study (third year for JD/MBA and JD/MFA students) so that the fee can be paid at a time when students are not already burdened with bar exam application and preparation costs. In addition, assessing these costs as a single fee at the beginning of the academic year will allow the fee to be included when determining students' financial aid eligibility. The fee does not cover the ordering of graduation photographs, announcements or invitations.

#### **§5.5.7 LETTERS OF GOOD STANDING**

Students who need letters of good standing must submit a request in writing to the Law Registrar's Office. Letters of good standing are not sent automatically with transcripts. Class ranking is not included on letters of good standing unless requested.

#### **§5.5.8 RANKING**

Ranking for academic purposes is done once a year at the end of the spring semester for all students. The actual ranking process is performed approximately four weeks after grades have been recorded. Grade changes submitted after the ranking has been done will not result in re-ranking unless there has been a significant error in the grading process. Class ranking information is listed on My.Chapman.edu. Rank does not print on transcripts. Summer courses are not included in ranking calculations until the end of the following spring Semester.

Rank while in law school is calculated based on student classification according to cohort group. Final rank upon graduation is calculated based on the graduating cohort group that includes all students graduating from September through the following May. When reporting rank to employers or others, including class rank

reporting on their resumes, students must indicate the size of the pool in which they are ranked and, if they are part time students, their part time status.

Rank while in law school is calculated based on student classification according to the following cohort groups:

- (a) All first-year full time students and all second year students who have completed 49 or fewer units;
- (b) All first-year part time students;
- (c) All second year students who have completed more than 49 units and all third year students who will not graduate by May of that year; and
- (d) All graduating students.

#### **§5.5.9 RESIDENCY CREDIT**

Students must accumulate six (6) residency credits to qualify for graduation. One residency credit is earned for each semester in full time attendance. For the calculation of residency credits for part-time and summer study, see §4.1.2 (B.6).

#### **§5.5.10 REGISTRATION**

Registration is conducted online via My.Chapman.edu. Students may register based on their assigned priority registration date and time or anytime thereafter. Registration for courses requiring a professor signature will continue to be handled by the Registrar's Office. Registration in person is only handled during regular business hours and the day after the student's assigned registration priority time. Telephone, fax, and email registration are NOT accepted. Registration for fall is held during the spring (typically April) and during fall (November) for the spring semester. Registration priority assignments are usually done on a graduation date basis. The order in which students may register is random within each class. Registration for summer courses is on a first-come, first-serve system. You must register for a course in order to receive credit for it.

Classes will inevitably close during registration. There are no seats held back for instructor sign-in purposes, or for petitioning. A wait list is maintained for closed classes. When and if space becomes available, the Registrar's Office will register the first person on the list. An email notification is sent to the student's Chapman email address informing them they have been added to the course from the Wait List. It is the student's responsibility to drop the course online if they are no longer interested. If the addition of this course puts the student over the maximum credit cap allowed (16 for full time students; 11 for part time students), it is the student's responsibility to drop another course(s) in order to stay within the allowable credit limit.

### §5.5.11 TRANSCRIPTS

Official transcripts are available upon written request only. Transcripts cost \$5.00 per copy and must be paid for at the Cashier's Office when requested. Transcripts will not be released if students have outstanding balances with the Business Office. Transcript requests take approximately two to five working days to process from the date the request was received. If official transcripts are needed within 24 hours, students may request RUSH processing. The flat rush transcript fee is \$15.00. The Law School does not have electronic transcripts; transcripts will not be faxed or emailed to students or third parties. If a student needs an official transcript sent Federal Express (or other special shipping arrangements), the student will be required to pay the shipping expenses.

Students may print unofficial copies of their transcript from WebAdvisor. Select the following from the drop down menus: All Terms and Fowler School of Law. Then select Transcript from the various access menus. You may print this information using the print function in your web browser. The Law Registrar's Office will not accept requests for unofficial transcripts.

**Transcripts from other institutions are the property of Chapman University Fowler School of Law and are not available for copying. If you need a transcript, either official or unofficial, from an institution you attended previously, you must contact that institution directly. Copies of transcripts from LSDAS reports will not be copied under any circumstances.**



## §6

# FOWLER SCHOOL OF LAW STUDENT OPPORTUNITIES

## §6.1 STUDENT BAR ASSOCIATION

WELCOME TO ALL NEW AND RETURNING STUDENTS!

The Student Bar Association invites everyone to become involved with the many programs and organizations that your school has to offer. All of these serve to help enrich your study of the law as well as provide an opportunity to network with lawyers from the local community. As some of you already know, our school is home to organizations representing a wide field of interests.

In addition, your Student Bar Association has many events planned for the coming year. Guest lecture series, charity drives, student mixers, holiday events, and a formal spring ball are some of the activities that will be offered. There are also a number of committees forming that will deal with the planning and execution of these schoolwide events. Student Bar Association representatives serve on certain faculty committees for the purpose of ensuring that student voices are heard on issues that affect the school. Most importantly, these positions aid in keeping the lines of communication open among faculty, administration and students.

The Student Bar Association also serves an important role in communication as the official liaison between students and administration. Your representatives have volunteered to watch out for your interests and concerns. Please do not hesitate to call on them when you have a question or issue that you would like to have heard.

### 2018-19 EXECUTIVE BOARD

Hope Blain	President
Amir Sadeghian	Vice-President
Candace Carpenter	Secretary
Matt Falkenstein	Treasurer
Angela Clyde	Parliamentarian

Elections for 1L representation will be held during the Fall semester. The Student Bar Association wishes everyone the best of luck and success for the upcoming year. Together we will make it the best ever!

## §6.2 HONOR SYSTEM

The Honor System is comprised of three separate offices. These offices are the Honor Council Committee, Office of Law School Advocate, and Office of Student Assistance. Each of these offices has distinct duties and responsibilities. You should read the Honor Code for a full understanding of the processes involved in enforcing the Code.

The Office of the Law School Advocate serves as the School's representative in any investigation, formal action or appeal under the Honor Code. The Advocate's Office consists of several faculty members and five students. During an Honor Code proceeding, one faculty member and one student member jointly represent the School in each case. The Advocate's Office has the power to file formal complaints to set the case before the Honor Council in a formal action or may seek an informal resolution of the matter. In any action before the Honor Council, the Advocate's Office has the burden of proof by clear and convincing evidence. Thus, the Advocate's Office has the power to conduct investigations in the preparation of its case.

In addition to the Associate Dean of Student Affairs, the Office of Student Assistance serves as the students' contact point to the Honor System. The Assistance Office consists of three student members. The Assistance Office members are available to the students, faculty, and administration for education on the Honor Code, to counsel about Honor Code violations and procedures, to act as a confidant, and ultimately to take any report of a suspected Honor Code violation. The Assistance Office is not involved with any investigation or decision processes regarding any suspected violation reports. The counselors maintain neutrality and impartiality in any pending action. For this reason, it is necessary for you to remember not to discuss any suspected violation with anyone else or to approach a member of the Honor Council or the Office of Law School Advocate. In doing so, you might prejudice any action taken against you or another student.

The 2018-2019 Honor Council student members are:

Honor Council Committee

David Stein, Student Chair;  
Megan Israelitt, Bethany Ring

Office of Law School Advocate

Angela Harold, Matt Karch, Megan LaPointe,  
Rachel Poupis, Jamie Rice

Office of Student Assistance

Tara Mejia, Holly Soliman, Hannah Stetson

## §6.3 LAW REVIEW

The *Chapman Law Review* is published by law students, working with the guidance of a faculty advisor and the Law Faculty Advisory Committee. Members of the Editorial Board, who are third or fourth-year students, are primarily responsible for planning each volume and working with outside authors whose articles have been accepted by the Board for publication.

Staff editors will be graded on one unit of academic credit awarded at the end of the editor's second semester on Law Review. Senior editors may receive up to three units of credit each semester during their senior year with the approval of the faculty advisor.

The Law Review is committed to providing its membership with rigorous training designed to enhance legal writing, proofreading, editing, and cite-checking skills. Members are required, in their first year as staff editors, to write an individual case note of publishable quality as part of a directed research project under the supervision of a member of the faculty. The case note project provides each student with the opportunity to gain experience researching, writing, and critically evaluating legal issues and legal scholarship.

Membership on the Law Review is open automatically to the top ten percent of the 1L students (both full and part time) at the end of their first year. Membership may also be earned through a write-on competition. The write-on competition is open to the following students: (1) Any full time student ranked in the top 11–40% of their class at the end of their first year; and (2) second year students who have completed 49 or fewer units and who, at the end of their second year, are ranked in the top 11–40% of their cohort.

Transfer students may also participate in the write-on competition, provided they were (a) eligible for the write-on competition at the law school they attended during their first year of study or (b) already invited to join the law review at the law school they attended during their first year of study. The burden is on the incoming transfer student to provide the Law Review with evidence of their eligibility to participate in the Law Review's write-on competition.

Membership on the Board of Editors is a significant honor and responsibility and is highly valued. The Editor-in-Chief for 2018-19 is Amy Hudack. For more information, please contact the Law Review at [hudac101@mail.chapman.edu](mailto:hudac101@mail.chapman.edu).

## **§6.4 TAX LAW PROGRAM**

### **§6.4.1 TAX LAW EMPHASIS**

Chapman University Fowler School of Law was the first law school in California to offer a Tax Law Emphasis certificate as part of the Juris Doctor program. The program is designed to encourage students to study a challenging, ever-changing area of law that impacts all individuals and businesses. Another goal is to help students gain a competitive advantage in the job market for tax professionals.

In addition, an LL.M. in Taxation degree program is available at Chapman, and students in the J.D. program will have the benefit of interaction with LL.M. students and adjunct professors who are practicing tax lawyers. J.D. candidates who complete prescribed tax law courses while pursuing the J.D. degree will also be able to get a head start towards completing their LL.M. in Taxation degree at Chapman. These students may receive as many as 12 units of credit towards our program requirements and electives, which represents close to half of the 27 required units to earn the LL.M. in Taxation.

Chapman has several full-time faculty teaching and researching in the tax law programs. Please refer to the faculty biography section for details. We also are fortunate to have experienced and dedicated practitioners who teach as adjunct professors in a variety of cutting edge areas of tax law.

Students in both the J.D. and LL.M. tax programs have access to an extensive tax law collection in the law library, including tax law case reporters, treatises, and periodicals. A smaller, satellite tax library is also available to students in the tax law clinic conference room through the courtesy of PricewaterhouseCoopers, LLP.

A detailed brochure on the Tax Law program is available in the Tax Law Clinic office (Room 380) or online at <http://www.chapman.edu/law/academic-programs/emphasis-areas/tax-law.aspx>.

## **§6.4.2 CURRICULAR EMPHASIS**

Chapman graduates who satisfy the tax law emphasis requirements earn a notation on their transcript and receive a certificate upon graduating that certifies completion of the Emphasis in Taxation. The requirements for certification are as follows:

- Completion of the required core courses;
- Completion of at least one of the required clinical or research courses listed below.
- An overall 3.0 GPA average in the required core and clinical/research courses. (Grades in elective tax courses will not be included when computing whether the 3.0 required course GPA has been met.)
- A cumulative law school of GPA of at least 2.6 is required;
- Please note that the law school does not round up when determining grade point averages needed to satisfy the emphasis requirements.

### **Required Core Courses:**

- Federal Income Tax (3)
- Advanced Federal Income Tax (2)
- Estate and Gift Tax (3)
- Taxation of Business Organizations (3)

### **Required Clinical or Research Course:**

(At least **one** of the following is required)

- Tax Research (2)
- U.S. Tax Court Clinic (3)
- Tax Procedure and Administration (3) with mandatory Clinic (1)

### **Approved Course Substitutions:**

- With prior approval, students may substitute Corporate Tax *and* Partnership Tax for certificate credit in lieu of Taxation of Business Organizations. This is especially practical for students who plan on earning their LL.M. at Chapman.

The following elective tax courses are in the J.D. course catalog and do not require

special permission for J.D.'s to enroll. Grades earned in the courses listed below do not count in the GPA calculations for the Tax Law Emphasis certificate:

**Elective J.D. Tax Courses:**

- Appellate Tax Law Clinic
- Business Planning
- Corporate Stock and Asset Acquisitions and Dispositions
- Estate Planning and Drafting
- Income Taxation of Trusts, Beneficiaries and Estates
- Qualified Pension and Profit-Sharing Plans
- State and Local Taxation
- Tax Exempt Organizations
- Taxation of Real Estate
- U.S. Taxation of International Income

**LL.M. Tax Courses for J.D. Students:**

- The curriculum of the Tax LL.M. Program includes a variety of additional advanced tax courses not listed in the J.D. course catalog. A J.D. student who wishes to enroll in Tax LL.M. courses may do so with the Associate Dean's approval.
- J.D. students who are considering earning their LL.M. at Chapman are advised to meet with J.D. Tax Law Emphasis Director early in their law school career in order to plan their course progression in both the J.D. and LL.M. programs to determine which courses to take in each semester in order maximize transfer units to the LL.M. program.
- For additional information on the LL.M. Program, contact the LL.M. Program Office (Room 370) at (714) 628-2635 or taxllm@chapman.edu.

**Other Courses for J.D. Tax Students:**

- Chapman offers a broad range of recommended business and related courses including Financial Accounting, Agency, Partnerships and Other Unincorporated Organizations, Community Property, Corporations, International Business Transactions, and Wills and Trusts.

For guidance to help plan your law school tax curriculum, the tax faculty recommends:

**Second Year**

Fall Semester:	Federal Income Tax (3)
Spring Semester:	Advanced Federal Income Tax (2) Estate and Gift Tax (3)

**Third Year**

Fall Semester:	Taxation of Business Organizations (3) Tax Procedure & Admin. (3) & Clinic (1)
Spring Semester:	U.S. Tax Court Clinic (3) Tax Research (2)

For more information regarding this program, please contact Professor George Willis at [gwillis@chapman.edu](mailto:gwillis@chapman.edu). Also, please refer to the Program's website at <http://www.chapman.edu/law/academic-programs/emphasis-areas/>.

### **§6.4.3 TAX LAW EMPHASIS CERTIFICATION**

A certificate and transcript notation will be awarded to students who complete the course requirements outlined in §6.4.2 of this handbook.

### **§6.4.4 TAX LAW CLINICAL AND EXTERNSHIP OPPORTUNITIES**

The tax law clinical courses are open to all students who have completed Federal Income Tax. (You do not have to be pursuing the Tax Law Emphasis Certificate.) These “live practice” courses are designed to impart negotiation, advocacy and trial litigation skills to the students - all skills that are sought after by employers.

We are pleased to offer three clinical opportunities for Tax Law Emphasis students. In the two primary tax law clinic courses (Tax Procedure and Administration Clinic and U.S. Tax Court Clinic), students represent actual taxpayers with their disputes before the Internal Revenue Service and in U.S. Tax Court. In our third clinical course, in conjunction with the Center for the Fair Administration of Tax (CFAT), selected students may also have the opportunity to work on trial briefs in appellate court cases as part of the Appellate Tax Advocacy Clinic.

The two primary tax law clinic courses meet the Lawyering Skills requirement for graduation. Appellate Tax Advocacy clinic *may* meet one of the graduation writing requirements depending on the clinic's caseload in that semester. Please consult with the Director of the Tax Law Clinics prior to enrolling in the Appellate Tax Advocacy clinic in order to determine whether or not graduation writing requirement credit is available in that semester.

#### **§6.4.4.1 TAX PROCEDURE AND ADMINISTRATION CLINIC**

In addition to the 3-unit substantive course, students have the option of earning an additional 1-unit of credit by participating in the clinical component of the course. Students who participate represent clients in the pre-trial income tax dispute process and learn negotiation and advocacy skills. Under the supervision of professors and attorneys, students are able to handle cases before the IRS and in U.S. Tax Court, including conducting trials as needed.

#### **§6.4.4.2 U.S. TAX COURT CLINIC**

The U.S. Tax Court Clinic is designed to teach students practical tax litigation and trial advocacy skills for cases docketed with the U.S. Tax Court. After first attending class sessions to study the rules of the court, trial proceedings and techniques, students are able to handle cases before the IRS and in U.S. Tax Court, including conducting trials as needed.

### **§6.4.4.3 APPELLATE TAX ADVOCACY CLINIC**

This course offers the opportunity for students to participate in actual appellate tax cases conducted under the auspices of The Center for Fair Administration of Taxation. Students conduct research on legal issues, draft appellate briefs, and depending on the jurisdiction of the court and the nature of the case, present their brief before an appellate court.

### **§6.4.4.4 TAX EXTERNSHIPS**

Through the Externship program at the law school, students have the opportunity to extern at a variety of tax related jobs. Check with the Director of Externships for current opportunities. Past externships include the California State Board of Equalization Tax Appeals Assistance Program, the California Attorney General's Department of Justice Tax Section Clinical Honors Program, the U.S. Department of Justice Tax Section and the Internal Revenue Service.

## **§6.5 ENVIRONMENTAL, LAND USE, AND REAL ESTATE LAW PROGRAM**

### **§6.5.1 CURRICULAR EMPHASIS**

The Environmental, Land Use, and Real Estate Law (ENLURE) Emphasis Program gives students the tools to be effective lawyers addressing land resource issues. The Program has a required program of study and offers a formal certificate. Through this program, students can choose from a number of electives appropriate to their particular interests and goals.

A Certificate and Transcript Notation are awarded to students who meet the following requirements:

#### **ENLURE Certificate Requirements:**

- At least 4 ENLURE electives, including at least 2 Core Electives
- At least 2 Core Electives (see Core Electives below)
- A minimum 3.0 cumulative GPA in all ENLURE electives (including those that exceed the minimum of 4) at the time of graduation. A minimum 2.6 cumulative GPA (all courses) at the time of graduation.
- Completion of a paper on an ENLURE-related topic (approved by the ENLURE director) that satisfies the Law School's substantial writing requirement.
- Please note that the law school does not round up when determining grade point averages needed to satisfy the emphasis requirements.

**ENLURE Electives (at least 4 of these):**

## **Core Electives:**

AT LEAST 2

- Environmental Law
- Land Use Regulation
- Real Estate Transactions

## **Advanced Electives:**

(Counts towards minimum of 4 ENLURE electives)

(Note: Course Offerings May Vary Based on Availability)

- Administrative Law
- Advanced Land Use Practice Seminar
- Commercial Leasing
- Directed Research (if approved by ENLURE Director, depending on topic)
- Ecosystems and Legal Problem-Solving
- Environmental Justice Seminar
- Externship (if approved by ENLURE Director, depending on placement)
- Global Climate Change Governance
- International Environmental Law
- Land Use Practice Seminar
- Local Government Law
- Local Government Real Estate Practice
- Seminar in Land Use Law, Planning & Policy
- Seminar in Natural Resources Laws & Policy
- Toxic Torts
- Water Law

If a course is offered but is not listed here, please contact Professor Kenneth Stahl at [kstahl@chapman.edu](mailto:kstahl@chapman.edu) to determine whether the course will count toward the elective course requirement.

For more information, please visit the Program's website at <http://www.chapman.edu/law/academic-programs/emphasis-areas/> or contact Professor Kenneth Stahl at [kstahl@chapman.edu](mailto:kstahl@chapman.edu).

## **§6.6            ADVOCACY AND DISPUTE RESOLUTION PROGRAM**

### **§6.6.1            CURRICULAR EMPHASIS**

The Certificate in Advocacy and Dispute Resolution is part of our overall emphasis on training competent, ethical lawyers. We want Chapman students to become the graduates of choice for Orange County employers seeking new lawyers who can hit the ground running. We believe that offering such a Certificate is a positive step toward achieving this goal.

The Certificate is awarded to students who meet the following requirements:



### **Required Courses<sup>1</sup>:**

- Trial Practice
- Negotiations
- Client Interviewing and Counseling

Plus two of the following, some of which will be occasional offerings:

- Mediation
- Arbitration
- Clinics
- Competitions
- Law and Motion
- Legal Drafting
- Litigating California Regulations
- Pre-trial Civil Practice
- Approved Externships<sup>2</sup>

Overall GPA: 2.6 or above

GPA in Certificate courses: 3.0 or above.

Professor Nancy Schultz, the Director of the Program, will resolve any questions relating to satisfaction of the Certificate requirements. For more information please refer to the Program's website at <http://www.chapman.edu/law/academic-programs/emphasis-areas/> or contact Professor Schultz at [nschultz@chapman.edu](mailto:nschultz@chapman.edu).

## **§6.6.2 MEDIATION CLINIC**

The Mediation Clinic is designed to enable students who have completed the Mediation course, or an equivalent course, to use and develop their skills as mediators through frequent and regular practice with actual parties under the supervision of experienced mediators. The Mediation Clinic requires students to serve as mediators in court and to attend a two-hour class each week. There is no final exam or paper; however, students must complete at least 24 mediations of filed cases during the semester, in Small Claims or Superior Court and also complete specified documentation for each case mediated. Completion of the above requirements and regular attendance and participation in class are necessary to receive a passing grade. This course will satisfy the Experiential Learning Requirement. Enrollment is limited to 16 students. Prerequisite: Mediation or equivalent course.

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<sup>1</sup> Required courses are in addition to courses normally required for graduation, some of which (such as Evidence and Civil Procedure) have obvious relevance to the Certificate.

<sup>2</sup> Selected Externships, including United States District Court, most District Attorney's Offices, most Public Defender's Offices, Public Law Center, Legal Aid, and most public interest organizations. Professor Schultz will consider petitions from students who have completed other externships and who believe the externship should count toward the Certificate. In order to count, the externship must involve significant opportunities to practice lawyering skills other than research and writing.

## **§6.7 ENTERTAINMENT LAW PROGRAM**

### **§6.7.1 CURRICULAR EMPHASIS**

Chapman University Fowler School of Law offers an Entertainment Law Program which provides students with a thorough foundation in the laws and the business of the evolving entertainment and media industries. Courses are taught by faculty with a wide range of professional experience, including representing clients as in-house counsel, in corporate business affairs, and in private practice. Students are encouraged to take advantage of Chapman's proximity to the diverse internship, externship and employment opportunities in Hollywood and Southern California.

Students who satisfy the Entertainment Law Emphasis Program requirements earn a notation on their transcript and receive a Certificate upon graduation. To earn the Certificate, students must receive a 3.0 GPA average in the entertainment law emphasis courses and a cumulative law school GPA at the time of graduation of at least 2.6. Please note that the law school does not round up when determining grade point averages needed to satisfy the emphasis requirements.

#### **Required:**

- Core Courses, both: (1) Entertainment Law, and (2) Intellectual Property
- Eight (8) credit hours of Approved Elective Courses (below), of which up to six (6) credit hours may be experiential training. The experiential training may consist of: (1) being a member of an entertainment law moot court team; (2) participating in an entertainment law-related externship approved by the Executive Director of the Entertainment Law Program; or (3) a comparable Entertainment Law-related activity approved by the Executive Director of the Entertainment Law Program

#### **Approved Elective Courses:**

- Advanced Topics in Art Law
- Advanced Topics in IP Litigation
- Art and Cultural Heritage Law Seminar
- Copyright Law
- Entertainment Business and Legal Affairs
- Entertainment Industry Contracts
- Entertainment Law Clinic
- First Amendment Law Seminar
- Fundamentals of In-House Corporate Practice
- Gambling Law
- Information Privacy Law
- Internet Law
- Law, Lawyers and the Legal System in Film
- Music Business Law
- Patents and Trade Secrets
- Sports Law I and II
- Trademarks and Unfair Competition

- Video Game Law
- Dodge College MFA courses: Up to 6 elective credits may be taken, on a pass/fail basis, from courses offered by the MFA program of Dodge College of Film and Media Arts, subject to the prior approval of the Executive Director of the Entertainment Law Program. Such courses may include the following: Film & Television Financing; Independent Feature Filmmaking; and Marketing, Distribution & Exhibition.

This is not intended to be an exhaustive list of elective courses as additional courses may be added. These offerings will vary from year to year, depending on periodic rotation of electives, instructor availability, student interest, scheduling dynamics and other factors. If you have any questions as to whether a course meets the certificate requirements, please contact the program director, Professor Kathy Heller at [kheller@chapman.edu](mailto:kheller@chapman.edu).

In addition, an emphasis in Entertainment Law is available as part of the Fowler School of Law's LL.M. program. As a result, students in the J.D. program will have the benefit of interacting with American and foreign lawyers and advanced students. Students who complete prescribed emphasis courses while pursuing the J.D. degree will also be able to get a head start towards the LL.M. emphasis in Entertainment Law. These students may receive as many as 12 units of credit towards the LL.M, which represents half of the 24 required units to earn the LL.M.

For more information, please refer to the Entertainment Law Emphasis Program webpage at: <http://www.chapman.edu/law/academic-programs/emphasis-areas/entertainment-law.aspx> or contact the Executive Director of the Entertainment Law Program, Professor Kathy Heller at [kheller@chapman.edu](mailto:kheller@chapman.edu).

## **§6.7.2 ENTERTAINMENT LAW CLINIC**

The Entertainment Law Clinic provides students with the opportunity to work directly with independent filmmakers and to serve as production legal counsel for a feature length motion picture. Clinic students interview film producers and directors and prepare documents and contracts for their clients' films, which typically include: forming a Limited Liability Company; obtaining underlying rights; securing chain of title; filing at the U.S. Copyright office; drafting employment agreements for the producer, director, actors and crew; and drafting releases and location agreements. Students meet to discuss drafting and negotiating issues and the role of the production attorney in advising a filmmaker or production company. Clinic students receive an on-screen credit on each film. Prerequisite: Entertainment Industry Contracts or with pre-approval from the professor.

For further information, please visit the clinic webpage at <http://www.chapman.edu/law/legal-clinics/entertainment-contracts.aspx> or contact Professor Kathy Heller at [kheller@chapman.edu](mailto:kheller@chapman.edu).

## **§6.8 INTERNATIONAL LAW EMPHASIS PROGRAM**

### **§6.8.1 CURRICULAR EMPHASIS**

Chapman University Fowler School of Law offers an Emphasis Program in International Law. Students who complete the International Law Emphasis Program requirements will receive a Certificate and transcript notation.

Lawyers can expect to work in an increasingly global environment, facing legal issues that span national borders and servicing clients whose interests and concerns are multinational in scope. Lawyers who have a proven familiarity with public and private International Law will possess the skills and credentials to compete in the global workplace. The International Law Emphasis Program also complements Chapman University's commitment to preparing its students to be global citizens.

Successful completion of the International Law Emphasis Program requires the law student to earn a minimum 2.6 overall GPA at the time of graduation and a minimum 3.0 cumulative GPA in the International Law Emphasis Program courses. Please note that the law school does not round up when determining whether the required GPAs have been met.

The law student must complete the two core courses of Public International Law (International Law & Institutions) and Private International Law (International Business Transactions or International Business Litigation), eight additional credit hours of International Law-related elective courses (up to six credit hours may include Experiential Training) and an International Law-related writing requirement.

#### **Approved Electives & Advanced Topics Courses:**

- Advanced Topic: Art Law
- Advanced Seminar: The Holocaust, Genocide and the Law
- Comparative Law and Religion
- Family Protection Clinic Immigration
- Immigration Law
- International Business Litigation
- International Business Transactions
- International Criminal Law
- International Environmental Law
- International Trade Law
- Refugee Law
- U.S. Taxation of International Income

Specific offerings will vary from year to year, depending on periodic rotation of electives, instructor availability, student interest, and scheduling dynamics. Additional courses may be added in the future.

In addition, an emphasis in International & Comparative Law is available as part of the Fowler School of Law's General LL.M. program. Thus, students in the J.D. program will have the benefit of interaction with American and foreign advanced students and the

combined law resources available to both J.D. and LL.M. students. Students who complete prescribed emphasis courses while pursuing the J.D. degree will also be able to get a head start towards the General LL.M. emphasis in International & Comparative Law. These students may receive as many as 12 units of credit towards the LL.M, which represents half of the 24 required units to earn the LL.M.

For more information, please refer to the Program's website at <http://www.chapman.edu/law/academic-programs/emphasis-areas/> or contact Professor Lan Cao at [lcao@chapman.edu](mailto:lcao@chapman.edu).

## **§6.9 BUSINESS LAW EMPHASIS PROGRAM**

### **§6.9.1 OVERVIEW**

Chapman University Fowler School of Law offers an Emphasis Program in Business Law. Students who complete the Business Law Emphasis Program requirements will receive a Certificate and transcript notation.

Many students intend to practice as in-house counsel with companies or trade associations or with law firms representing or opposing companies. Having a background in the basics of business fundamentals will help those students obtain positions, and to do well in them. Simple familiarity with the language of business will be of substantial help in this field.

Some students might choose to pursue a joint JD/MBA. The business law emphasis program is not intended to replace the rigor of obtaining both degrees; however, it is understood that not all students with an interest in business are able to or wish to pursue the joint degree program. For them, the business law emphasis program is a sensible alternative.

### **§6.9.2 CURRICULUM EMPHASIS**

Successful completion of the Business Law Emphasis Program requires the law student to earn a minimum 2.6 overall GPA and a minimum 3.0 cumulative GPA in the Business Law Emphasis Program courses. Please note that the law school does not round up when determining whether the requisite GPAs have been met.

The law student must complete: (1) the four required core courses listed below; and (2) an additional 8 or more credit hours of approved business law-related elective courses or seminars listed below, distributed as described below.

#### **Required:**

- Business Associations **OR** Corporations
- Federal Income Tax
- Financial Accounting

#### **Electives:**

**Students must take at least 2 credit hours in each of the following clusters:**

**1. Issues in corporate, partnership, and agency law**

- Agency & Partnership (3 credits)
- Entertainment Industry Contracts (3 credits)
- Entertainment Business & Legal Affairs (3 credits)
- Mergers & Acquisitions (3 credits)
- Fundamentals of In-House Corporate Practice (2)

**2. Issues in intellectual property, transactions, and competition law**

- Antitrust (3 credits)
- Intellectual Property (3 credits)
- Negotiations (3 credits)

**3. Issues in taxation**

- Corporate Tax (2 credits)
- Partnership Tax (3 credits)
- Taxation of Business Organizations (3 credits)
- Business Planning (2 credits)

**4. Issues in commercial law**

- Commercial Leasing (2 credits)
- International Business Transactions (3 credits)
- International Business Litigation (2 credits)
- Real Estate Transactions (3 credits)
- Secured Transactions (3 credits)

Specific offerings will vary from year to year, depending on periodic rotation of electives, instructor availability, student interest, and scheduling dynamics. New courses may be added in the future. [See the course descriptions for more information about specific courses.](#)

For additional information, please refer to the Program's website at <http://www.chapman.edu/law/academic-programs/emphasis-areas/> or contact the director of the Program, Dr. Tom Campbell, Professor of Law and Professor of Economics, at [tcampbell@chapman.edu](mailto:tcampbell@chapman.edu).

**§6.10 CRIMINAL LAW EMPHASIS PROGRAM**

Successful completion of the Criminal Law Emphasis Program requires the law student to earn a minimum 2.6 overall GPA and a minimum 3.0 cumulative GPA in the Criminal Law Emphasis Program courses. Please note that the law school does not round up when determining whether the requisite GPAs have been met.

**Required:**

- Criminal Law
- Evidence
- Criminal Procedure Policy Practices; and
- Practice Foundations Criminal Litigation

**Approved elective courses (Must take 3 of the following):**

- Trial Practice
- Advanced Criminal Procedure: Adjudicative Process (LL.M./JD)
- Criminal Procedure: Practice and Professionalism (LL.M./JD)
- International Criminal Law
- Preliminary Hearings (LL.M./JD)
- Criminal law externships (2 credits or more)
- California Street Gangs

**NOTICE TO STUDENTS INTERESTED IN CAREERS IN CRIMINAL LAW**

Most employers that hire graduates in this area rely heavily on the records built by students who have worked in the offices of prosecutors or defense attorneys. Externships and part-time and summer employment are critical for students interested in careers in this area. Until students have taken the upper-level courses that prepare them to work in this area, however, they are at a great disadvantage. Students without sufficient background will have difficulty impressing potential employers and references, and cannot be assigned a wide variety of work requiring familiarity with areas of law not taught in the first year. Accordingly, students should resist the temptation to work in this area immediately on completion of the first-year curriculum. Instead, as soon as possible, students should take the courses necessary to facilitate success in an externship or employment in this area. The following courses are strongly recommended:

**FALL OF THE SECOND YEAR:**

- Criminal Procedure: Police Practices
- Evidence

**SPRING OF THE SECOND YEAR**

- Trial Practice
- Practice Foundations: Criminal Litigation

**SOMETIME IN THE SECOND YEAR**

- Professional Responsibility

After students have completed these courses, they should undertake externships and/or part-time or summer employment, preferably with an employer with which the student would like to obtain a full-time position after graduation.

For additional information, please contact the director of the Program, Professor Larry Rosenthal, at [rosentha@chapman.edu](mailto:rosentha@chapman.edu).

## **§6.11 EXTERNSHIP PROGRAM**

Students may receive academic credit for a legal internship through the externship program. Externship students work in a judge's chambers in a state or federal court (full-time or part-time), a government agency, public interest organization, an in-house legal department or select law firms (part-time only). Externships are available during the fall and spring semesters and summer session. Externships can be a rewarding method to improve a student's research and writing skills while gaining "hands-on" experience in a particular agency. Students receive valuable instruction that supplements the traditional legal education they receive in the classroom, and students develop the practical skills, poise and confidence necessary to be effective practitioners in the courtroom and the law office. Externships also provide insight into professional responsibility and the operation of the legal system.

Externships are taken pass/fail, and there is a maximum cap of 8 credits that can be used for part-time externships or 10 credits for a single full time judicial externship. Students may take up to 3 part-time externships over three semesters/summer sessions with each externship taken for between 1 and 5 units (or 6 units in the summer), depending on hours worked, and as long as the total externship units do not exceed 8. Students may earn externship credit at a placement at which they also receive compensation, provided the placement agrees to comply with all program requirements. The Externship Director must approve all new externship placements, as well as any request to enroll in a repeat externship. Please consult the Externship Program Handbook for a complete description of program rules and application procedures. The Handbook is available in Suite 350, and for download on the TWEN page "Externships General Information." For more information about this program, you may contact Professor Carolyn Larmore, Director of Externship Programs at [larmore@chapman.edu](mailto:larmore@chapman.edu).



## **§6.12 ALONA CORTESE ELDER LAW CLINIC**

Students have a variety of clinical experiences at Chapman, including working with elderly clients in the Elder Law Clinic. This clinic incorporates client counseling and other client work with the classroom study of Elder Law, affording students the opportunity to get some practical experience while learning the law. Students work directly with clients, and engage in interviewing, counseling, preparation of draft and final documents, and representation of clients in administrative hearings.

For information about the clinic, please refer to the Clinic website at <http://www.chapman.edu/law/legal-clinics/index.aspx> or by email at [elderlaw@chapman.edu](mailto:elderlaw@chapman.edu). You may also contact Professor Kurt Eggert, Director of the Alona Cortese Elder Law Center, at [keggert@chapman.edu](mailto:keggert@chapman.edu) or Professor Sandy Skahen at [skahen@chapman.edu](mailto:skahen@chapman.edu).

## **§6.13 BETTE AND WYLIE AITKEN FAMILY PROTECTION CLINIC**

The Bette and Wylie Aitken Family Protection Clinic provides an amazing opportunity to begin counseling clients within weeks of the start of the new semester. Participating law students will engage in the following activities: client counseling and interviews, fact investigation, legal research, preparation of affidavits, writing legal arguments, and submitting applications for domestic violence-related immigration benefits. Each of these areas will be covered extensively in classroom components taught by Professors Julie Marzouk and Wendy Seiden that will include interview simulations, student peer review, and case rounds.

For information on the clinic, please refer to the Clinic website at <http://www.chapman.edu/law/legal-clinics/index.aspx> or contact Professor Wendy Seiden at [seiden@chapman.edu](mailto:seiden@chapman.edu).

## **§6.14 THE CONSTITUTIONAL JURISPRUDENCE CLINIC**

The Constitutional Jurisprudence Clinic is sponsored by the Center for Constitutional Jurisprudence, a public interest law firm affiliated with the Claremont Institute, a local-area think tank whose stated mission is to restore the principles of the American Founding Fathers to their rightful and preeminent authority in American life. The Center files *amicus curiae* briefs in the Supreme Court of the United States and lower courts (both federal and state) and also represents clients in cases raising important constitutional issues. Students can participate in the work of the Center through the Constitutional Jurisprudence Clinic. The clinic has also partnered with the Pacific Legal Foundation to engage in trial-level live-client litigation on cases involving property rights and economic liberty. Students in the clinic will have the opportunity to research and draft briefs to be filed in the Center cases and also to prepare trial complaints, trial motions, client interviews, etc. The clinic is normally offered as a 3-credit course, but students can choose to take it for less than 3-credits in extraordinary circumstances and

with the permission of the clinic's professors. While in the clinic, students may complete one of the following graduation requirements provided they register for the appropriate number of credits: Legal Skills; Practice-Oriented Writing Requirement.

For more information about the clinic, please refer to the Clinic website at <http://www.chapman.edu/law/legal-clinics/index.aspx> or contact Professor Anthony (Tom) Caso at [caso@chapman.edu](mailto:caso@chapman.edu).

## **§6.15 JOINT JD/MBA DEGREE**

### **§6.15.1 BACKGROUND**

The Fowler School of Law offers an 88-credit, 6-semester full-time JD program.

The George L. Argyros School of Business and Economics offers an MBA program that consists of 52 credits and may be completed in 15 to 23 months.

The two programs, combined into the joint degree, require the completion of only 125 credits, a saving of 15 credits and up to one year of study, resulting from the cross-application of completed coursework in the two schools.

### **§6.15.2 JOINT DEGREE PROGRAM**

1. The program is intentionally designed to be a joint degree rather than a dual-degree program.
  - a. Two separate transcripts will be maintained for each student – one in Law and one in Business. Cumulative GPAs will not be co-mingled. Work transferred into the JD from the MBA will be treated as Pass/No Pass for the purposes of arriving at a law school GPA.
  - b. Students will make only one financial aid application – to the Director of Financial Aid at the Fowler School of Law. Scholarships and grants will be decided separately.
  - c. Degrees from each School will be awarded upon successful completion of all requirements for each degree.
  - d. The degrees conferred are to be reflected on both transcripts (i.e., the Law transcript would reflect both the JD and the MBA, and vice versa).
2. Students interested in the joint degree must meet all admission requirements for each school and must submit separate applications to each school. The GMAT is required for the MBA admissions application.
3. The Law School has, in addition to completion of a certain number of credits and specific required courses, a residency requirement. Law students must complete six units of residency. The JD/MBA program is carefully constructed to allow students to meet their residency requirements. Students are cautioned that any self-initiated

deviations from the schedule could result in difficulty meeting residency requirements.

4. The joint degree program will require the completion of 125 total credits. The Fowler School of Law will accept 8 of the MBA credits toward completion of its 88-credit requirement; thus students must complete 80 law credits (52-53 units of required courses and 27-28 units of electives). The School of Business will accept 7 of the JD credits toward completion of its 52-credit requirement; thus students must complete 45 MBA credits (37 units of required courses and 8 units of electives). The Business School will apply any 7 credits from the Law School toward completion of its MBA degree. Students must earn a grade of 2.00 or better in these credits but will be assigned a grade of “P” or “NP” in the Business School.
5. For the 8 credits that the Law School will accept from the Business School for completion of its JD degree, the following Business School required courses qualify: BUS 601 and BUS 602, BUS 607 and BUS 610. Students must earn a grade of 3.00 or better in each of these two courses but will be assigned a grade of “P” or “NP” in the Law School.
6. Students must earn a cumulative GPA of 2.6 or above upon completion of the first-year law curriculum in order to proceed into the second year JD/MBA combined curriculum.
7. Financial Aid for students admitted to the Joint JD/MBA will be assigned location 103 – Fowler School of Law and processed by the Law Financial Aid Office.
8. Students register for course work with the law school’s Registrar. However, each program will appoint an advisor for students and that advisor will counsel students on progress to the respective degrees as well as changes or updates within each school. The Business School advisor is Associate Director Debra Gonda and the Law School advisor is Dr. Tom Campbell.
9. Students in the JD/MBA program will pay law school tuition for all four years of the program. [Note: should a student abandon either the JD or the MBA, such student will pay the tuition for the program in which he/she continues].

## **§6.16 JOINT JD/MFA DEGREE IN FILM AND TELEVISION**

### **§6.16.1 BACKGROUND**

The Fowler School of Law offers an 88-credit JD program while Dodge College of Film and Media Arts offers an MFA in Film and Television Producing program that consists of 48 credits. The dual degree program would require the completion of 124 total credits (as opposed to 136 credits if the two degrees are sought separately and outside the joint program).

The Fowler School of Law would accept up to twelve selected credits from the MFA in Film and Television Producing toward completion of its 88-credit requirement; thus students must complete 76 credits from the JD program (54-56 units of required courses

and 20-22 units of electives). The Dodge College of Film and Media Arts would accept up to six credits from the JD program.

### **§6.16.2 JOINT DEGREE PROGRAM**

1. The program is intentionally designed to be a joint degree rather than a dual-degree program.
  - a. Two separate transcripts will be maintained for each student – one in Law and one in the MFA. Cumulative GPAs will not be co-mingled. Work transferred into the JD from the MFA will be treated as Pass/No Pass for the purposes of arriving at a law school GPA.
  - b. Financial Aid for students admitted to the Joint JD/MFA will be assigned location 103 – Fowler School of Law and processed by the Law Financial Aid Office. Students enrolled in the MFA exclusively will be assigned location 101 – Orange Campus and processed by the Orange Campus Graduate Financial Aid Office (please refer to their policies and procedures).
  - c. Degrees from each School will be awarded upon successful completion of all requirements for each degree.
  - d. The degrees conferred are to be reflected on both transcripts (i.e., the Law transcript would reflect both the JD and the MFA, and vice versa).
2. Students interested in the joint degree must meet all admission requirements for each school and must submit separate applications to each school. Students normally apply to the MFA program during their first year in the Fowler School of Law. Students must complete an “Intent to Enroll” form for the joint program upon application to each program. Students should consult Dodge College about current requirements for the MFA admissions application. (Students should specially inquire if they are considering applying simultaneously to both programs. If admitted to both, the student will defer taking MFA courses for one year and will enroll exclusively in the regular first-year law curriculum of the JD program. If a student is admitted to both programs, the student must apply for a deferment with the Director of Graduate Studies in Dodge College.) Years two, three and four will be a combination of both law and MFA courses. Students should follow the sample curriculum at the end of this sub-section. All students must earn a cumulative law GPA of at least 2.6 after completing the first-year law curriculum in order to continue in the JD/MFA combined curriculum.
3. The Law School has, in addition to completion of a certain number of credits and specific required courses, a residency requirement, as discussed in section 4.1.3. Law students must complete six units of residency. The JD/MFA program allows students to meet their residency requirements, but students are cautioned that deviations could result in difficulty meeting residency requirements.
4. The dual degree program would require the completion of 124 total credits (as opposed to 136 credits if the two degrees are sought separately and outside the joint program). The Fowler School of Law would accept up to twelve selected credits from the MFA in Film and Television Producing toward completion of its 88-credit

requirement; thus students must complete 76 credits from the JD program (54-56 units of required courses and 20-22 units of electives). The Dodge College of Film and Media Arts would accept up to six credits from the JD program.

5. MFA in Film and Television Producing Courses eligible for credit towards JD Degree:

• FTP 560	Overview of Producing	3
• FTP 562	Development Process of Film and Television	3
• FTP 564	Film and Television Financing	3
• FTP 661	Marketing/Distribution/Exhibition	3
• FTP 674	Entertainment Law	3

Students must earn a grade of 3.0 or better in each of these courses, but will be assigned a grade of “P” or “NP” in the Fowler School of Law.

6. JD Courses eligible for credit towards MFA in Film and Television degree (limit of six credits applied towards MFA):

• LAW 7538	Entertainment Law	3
• LAW 7600	Entertainment Contracts & Negotiations	3
• LAW 7347	Film & Television Law	3
• LAW 7348	International Entertainment Law	3
• LAW 7830	Entertainment Industry Contracts	3
• LAW 7843	New Media and the Entertainment Industry	3

7. Students must earn a cumulative GPA of 2.6 or above upon completion of the first-year law curriculum in order to proceed into the second year JD/MFA combined curriculum.

8. Students in the JD/MFA program will be “housed” in the law school. They will register for course work with the law school’s Registrar. However, each program will appoint an advisor for students and that advisor will counsel students on progress to the respective degrees as well as changes or updates within each school. The advisor for the JD portion of the program is Professor Kathy Heller, and the advisor for the MFA component is Professor Barbara Doyle.

9. Students in the JD/MFA program should meet with the Financial Aid Director at the Law School do discuss tuition and scholarship arrangements. [Note: should a student abandon either the JD or the MFA, such student will pay the tuition for the program in which he/she continues].

**JD/MFA – Sample Curriculum  
Requirements for the Degree (Total Credits: 124)**

First Year      *Fall/Spring:* LAW 1L curriculum (2.5 LAW residence units [2.5])  
*Summer:*

	LAW 7560	Client Interviewing and Counseling	
	LAW 7653	Externship Entertainment Law	
Second Year	<i>Fall: (12 cr.)</i> (0.25 LAW residence units [2.75])		
	FTP 502	Evolution of Narrative Film I	3
	FTP 531	Production Workshop I	3
	FTP 534A	Production & Set Management for Producers	3
	FTP 560	Overview of Producing	3*
	<i>Spring (12 cr.)</i>		
	FTP 527	Fundamentals of Screenwriting	3
	FTP 566	Story for Producers	3
	FTP 567	Independent Feature Filmmaking	3
	FTP 631A	Production Workshop IV for Producers	3
	<i>Summer (3 cr.)</i>		
	FTP 690	Independent Internship	3
Third Year	<i>Fall (9 cr.)</i> (0.25 LAW residence units [3])		
	FTP 661	Marketing, Distribution and Exhibition	3
	FTP 667	Thesis in Producing I	6
	LAW 7538	Entertainment Law	3
	<i>Spring (12 cr.)</i> (0.75 LAW residence units [3.75])		
	FTP 562	Development Process of Film and Television	3*
	FTP 564	Film and Television Financing	3*
	FTP 698	Thesis in Producing II	3
	LAW 7830	Entertainment Industry Contracts	3
	<i>Summer (6 cr.)</i> (0.5 LAW residence units [4.25])		
	LAW 7581	Mediation	3
	LAW 7653	Externship Entertainment Law	3
Fourth Year	<i>Fall (16 credits)</i>		
	LAW 7126	Constitutional Law	4
	LAW 7133	Federal Income Tax	3
	LAW 7142	Evidence	4
	LAW 7145	Corporations	3
	LAW 7139	Professional Responsibility	2
	<i>Spring (15 credits)</i>		
	LAW 7325	First Amendment Law or elective approved by Director	3
	LAW 7555	Intellectual Property Law	3
	LAW 7631	Entertainment Law Clinic	3
	LAW 7676	Select Topics in American Law	3
	LAW 7657	Practice Foundations Transactions	3

\* FTP cross-list counting for LAW credit

## §6.17 LL.M. PROGRAMS

Chapman offers LL.M. programs designed to provide students with a post-graduate specialized education in selected areas of law. Currently, Chapman J.D. students may

earn up to 12 units of credit towards the LL.M. while still in law school. This allows Chapman students to complete the LL.M. degree in roughly half the time and with approximately one half of the expense of a regular LL.M. program.

Financial Aid for students admitted to LL.M programs will be assigned location 103 – Fowler School of Law and processed by the Graduate Financial Aid Office. Scholarship terms and conditions of renewal are outlined in the offer letter.

### **Transfer Credits**

In some circumstances, students may receive credits toward the LL.M. degree for courses taken before matriculation into the LL.M. Program, and for courses taken at another law school or in Chapman University Fowler School of Law's J.D. curriculum after matriculation into the Program. The grades in such courses are ignored in determining whether the student's grade point average satisfies the LL.M. degree requirements.

With the approval of the Director, a student may petition to receive up to twelve (12) credits toward the degree for LL.M. level courses or advanced J.D. level courses equivalent to courses currently in the LL.M. curriculum taken at Chapman University Fowler School of Law during the three academic years preceding matriculation into the Program and within five years of completing the Program, provided the student received at least a grade of "B" (3.0) in the course for which credit is sought. The Associate Dean for Academic Affairs has the discretion to disapprove the transfer of credit in those instances where the grade for Chapman courses is below a "B."

A student may petition to receive up to six (6) credits toward the degree for certain LL.M. level courses or advanced J.D. level courses taken at any ABA-accredited law school during the three academic years preceding matriculation into the Program and within five years of completing the Program, provided in the case of each course that (1) the course is determined to be equivalent to a course or courses currently included in the LL.M. curriculum and (2) the student received at least a grade of "B" (3.0) or the equivalent in the course. Applicants requesting such credit should so indicate when applying for admission and provide a syllabus or other description of the material covered in the course for which such transfer credit is sought. In no case will credit be given for extension or correspondence courses. In unusual cases, a student may petition the Director of the Program in order to request additional transfer credits.

With the prior approval of the Director and for good causes shown, a matriculated student may receive up to six (6) credits in the aggregate for LL.M. level courses taken at another ABA-accredited law school and courses taken in the Chapman University Fowler School of Law J.D. curriculum, provided the student receives at least a grade of "B" (3.0) or the equivalent in each such course.

The Associate Dean for Academic Affairs may grant an LL.M. student a waiver from re-enrolling in certain required courses successfully completed as a J.D. student. In such an instance, the student will still be required to complete the needed credits by substituting elective courses for any courses that were waived.

### **Grading**

This policy applies to all LL.M. students:

(1) LL.M. students in non-bar tested courses shall receive letter grades instead of numerical grades. The Chapman system allows plus (+) and minus (-) grades, though there is no grade of A+.

- LL.M. students in non-bar tested courses must not be included in the calculation of a curve for JD students.
- LL.M. students in non-bar tested courses are not subject to any maximum median or any required grade distribution.

(2) LL.M. students in bar-tested courses may opt for (i) a Pass/No Pass option, or (ii) a graded option. Under the graded option, the student should be subject to the grading curve and standards applicable to JD students. LL.M. students receive a letter grade.

- Note that the LL.M. students selecting the graded option are subject to the JD curve, but are not to be included in calculating the curve. To avoid moving the JD grades up or down based on the presence of LL.M. students in the course, the curve should be calculated based only on the raw scores of the JD students, and then the LL.M. student grades should be assigned based on that curve.
- Bar-tested courses include all 1L courses, as well as Agency and Partnership, Business Associations, Corporations; Constitutional Law; Evidence; Professional Responsibility; California Civil Procedure; California Evidence; Community Property; Criminal Procedure/Police Practices; Legal Analysis Workshop; Remedies; Select Topics in American Law; Wills & Trusts.
- Note that LL.M. students will not be enrolled in the 1L LRW courses; they are to enroll in the LL.M. courses covering the material.

### **§6.17.1 LL.M. PROGRAM IN TAXATION**

The LL.M. in Taxation curriculum includes an extensive array of courses in the estate planning area, reflecting the interests of the students, but it also includes specialized courses in many areas of business taxation, including international taxation. Courses in the program are taught by full-time law teachers and leading tax practitioners who bring extensive experience in specialized areas of tax practice to the classroom.

Completion of the LL.M. in Taxation meets the educational requirements to become a California Certified Legal Specialist in Tax. (See [www.ca.calbar.org](http://www.ca.calbar.org) for the requirements to become a certified legal specialist.)

#### **Credits and Grades**

Twenty-seven (27) units of credit are required to obtain the LL.M. in Taxation degree. Full-time students may enroll in a minimum of nine (9) and a maximum of fifteen (15) units per semester. To receive financial aid, a student must be enrolled in a minimum of five (5) units per semester. Degree requirements must be completed within four (4) years.



Incoming students must complete a total of 27 LL.M. credits with a grade of C (2.0) or better in each course and have an LL.M. a minimum cumulative grade point average of C (2.0) in order to receive the LL.M. in Taxation degree.

**Required Courses:**

16 of the required 27 credits must be for the following six (6) courses:

- Income Taxation for LL.M. Students
- Corporate Tax I
- Partnership Tax
- Ethics in Tax Practice
- Federal Tax Procedure
- Federal Tax Research

**Elective Courses:**

- Advanced Corporate Tax Planning
- Advanced Partnership Tax
- Closely-Held Business Tax Planning
- Corporate Tax II
- Divorce Tax Planning
- Elder Law Clinic
- Estate And Gift Taxation
- Estate Planning
- Estate Planning for the High Net Worth Individual
- Income Taxation of Trusts, Estates And Beneficiaries
- Qualified Pension And Profit-Sharing Plans
- Real Estate Tax Planning
- S Corporations
- State And Local Taxation
- Tax-Exempt Organizations
- U.S. Taxation Of International Income

For more details about the program, visit the Graduate Tax Program office located in the Tax Law Clinic suite on the third floor of the Law School. Interested students also may e-mail [taxllm@chapman.edu](mailto:taxllm@chapman.edu), contact Professor George Willis, or contact the LL.M. Programs Office at 714-628-2635.

## **§6.17.2 GENERAL LL.M. WITH EMPHASIS OPTIONS IN BUSINESS LAW, BUSINESS LAW & ECONOMICS, ENTERTAINMENT & MEDIA LAW, INTERNATIONAL & COMPARATIVE LAW, AND TRIAL ADVOCACY.**

The General LL.M. with Emphasis options is distinct from the more focused LL.M. program in Tax. In this program, LL.M. students have the ability to pursue an emphasis in a field in which the Fowler School of Law has particular strength, including Business Law, Business Law & Economics, Entertainment & Media Law, International & Comparative Law, and Trial Advocacy.

In addition, with the approval of the Associate Dean for Academic Affairs, students may also develop their own emphasis in a course of study of their choice. Any student interested in such a program must meet with the LL.M. Program Director to design a program prior to enrolling for courses, and have the approved program forwarded to the Registrar's Office.

To qualify for the LL.M. degree, students previously must have earned a Juris Doctor (J.D.) from an ABA accredited law school or an equivalent foreign degree, or be members of an American legal licensing jurisdiction. (LL.M. students who do not possess a J.D. or LL.M. degree from an American or Canadian law school will be required to take a course, Introduction to American Law, designed exclusively for LL.M. students.)

### **Credits and Grades**

Twenty-four (24) units of credit are required to obtain the LL.M. degree. Full-time students may enroll in a minimum of nine (9) and a maximum of fifteen (15) units per semester. To receive financial aid, a student must be enrolled in a minimum of five (5) units per semester. Degree requirements must be completed within four (4) years.

Effective Fall 2011, incoming students must complete a total of 24 LL.M. credits with a minimum cumulative grade point average of C (2.0) in order to receive the LL.M. degree.

### **Core Courses**

Each emphasis area requires completion of one or two required core courses. Introduction to American Law, a two credit course taught each semester, is required of all foreign lawyers with a degree from a foreign jurisdiction or law school. In addition, foreign lawyers may be required to take coursework in Legal Writing and Legal Research as directed by the LL.M. Program Director.

All LL.M. students are expected to complete a substantial writing project, and recommended to consider completing this requirement through Directed Research. Students also are strongly encouraged to pursue experiential learning opportunities, either through enrollment in an externship for credit (normally 3 to 5 cr.), or through other volunteer or paid employment.

For more details about the General LL.M. program, visit the Graduate Program office located in room 370 on the third floor of the Law School. Interested students also may e-mail [llm@chapman.edu](mailto:llm@chapman.edu), contact Professor Ronald Steiner, or contact the LL.M. Programs Office at 714-628-2665.

### **§6.17.2.1 CURRICULUM FOR EMPHASIS AREAS**

#### **A. LL.M. EMPHASIS IN BUSINESS LAW**

##### Core Required Courses (choose two):

- Adv. Top: In-House Corporate Prac.
- Business Associations
- Corporations
- Financial Accounting
- International Business Litigation
- Seminar Law & Economics
- Spontaneous Order and the Law

##### Elective Courses:

- Administrative Law
- Advanced Mediation Clinic
- Antitrust Law
- Art Law
- Bankruptcy I & II
- Business Planning
- Client Interview & Counseling
- Commercial Leasing
- Corporate Tax
- Directed Research (1-3 credits)
- Entertainment Industry Contracts
- Environmental Law
- Externship: Civil/Agency (1-3 credits)
- International Business Litigation
- International Human Rights
- International Environmental Law
- Internet Law
- Land Use Regulation
- Mediation Clinic (1-3 credits)
- Mediation
- Mergers & Acquisitions
- Negotiations
- Partnership Tax
- Patents/Trade Secrets
- Practice Foundations Transactions
- Professional Responsibility
- Real Estate Transactions
- Remedies

- Secured Transactions
- Securities Regulation
- Trademarks and Unfair Competition

## **B. LL.M. EMPHASIS IN BUSINESS LAW & ECONOMICS**

### Required Courses:

- Law and Economics
- Spontaneous Order and the Law

### Elective Courses:

- Administrative Law
- Advanced Real Estate Finance
- Advanced Topics In Copyright Law
- Advanced Topics In Business Law
- Agency, Partnerships, And Other Unincorporated Organizations
- Antitrust Law
- Bankruptcy Procedure And Practice I & II
- Business Planning
- Corporate Mergers And Acquisitions
- Corporate Tax
- Corporate Tax II: Mergers And Acquisitions
- Financial Accounting
- Intellectual Property
- International Business Transactions
- International Energy Security And Climate Change
- Land Use Regulation
- Partnership Tax
- Patents And Trade Secrets
- Copyright Law
- Real Estate Development And Law
- Real Estate Tax Planning
- Real Estate Transactions And Finance
- Secured Transactions
- Securities Regulation
- Seminar In Land Use Law, Planning, And Policy
- Trademarks And Unfair Competition

## **C. LL.M. EMPHASIS IN ENTERTAINMENT & MEDIA LAW**

### Required Courses:

- Copyright Law
- Entertainment Law

### Elective Courses:

- Art and Cultural Heritage Law
- Entertainment Law Clinic
- Financial Accounting
- First Amendment Law

- Gambling Law
- Intellectual Property
- International Intellectual Property
- Law Lawyers and the Legal System
- Legal and Business Affairs in Hollywood
- Music Law
- Entertainment Industry Contracts
- Patents And Trade Secrets
- Sports Law I&II
- Taxation Of Intellectual Property
- Trademarks And Unfair Competition
- Video Game Law

#### **D. LL.M. EMPHASIS IN INTERNATIONAL & COMPARATIVE LAW**

##### Required Course:

- International Law And Organizations (3 Credits)

##### Elective Courses:

- Art and Cultural Heritage Law
- Comparative Law and Religion
- Holocaust, Genocide and the Law
- Immigration Law
- International Business Litigation
- International Business Transactions
- International Criminal Law
- International Environmental Law
- Refugee Law
- U.S. Tax Of International Income

#### **E. LL.M. EMPHASIS IN TRIAL ADVOCACY**

- Advanced Criminal Procedure/Adjudicative Process
- Criminal Procedure: Practice and Professionalism
- Trial Practice
- California Evidence
- Preliminary Hearings
- Pre-Trial Civil Procedure
- Externship (up to 10 credits)

## **§6.18 CO-CURRICULAR ORGANIZATIONS**

The following organizations promote the development of skills in the areas of Appellate Advocacy, Trial Advocacy, and the growing field of Alternative Dispute Resolution (client counseling, mediation, and negotiation). Over the course of the academic year, these organizations sponsor intra-school competitions. Also, students from these groups represent Chapman University Fowler School of Law at inter-scholastic competitions at the regional, national and international level.

More information can be obtained about these groups by contacting Professor Nancy Schultz, the faculty advisor to the Appellate Moot Court Board, the Mock Trial Board and the Alternative Dispute Resolution Board. Professor Schultz can be reached at [nschultz@chapman.edu](mailto:nschultz@chapman.edu).

## **§6.19 COMMITMENT TO SERVICE AWARD**

The Commitment to Service Award program recognizes students who contribute at least 50 pro bono hours—without compensation or other credit—to a public interest organization or governmental entity, other than for a judge. The Law School, in partnership with the law school's Public Interest Law Foundation, created this award to recognize and encourage students to engage in pro bono legal work at an early stage in their legal careers. Details about the Commitment to Service program are available from the Externship Office (Room 350) or on the Chapman University Fowler School of Law website at <http://www.chapman.edu/law/externships/pro-bono-program.aspx>. (See Appendix §7.6 for description and requirements).

## **§6.20 DIVERSITY AND SOCIAL JUSTICE FORUM**

The Diversity and Social Justice Forum is a student-run publication at Chapman University Dale E. Fowler School of Law, dedicated to providing a forum that can give expression and representation to a wide spectrum of progressive and diverse voices. The Diversity and Social Justice Forum seeks to promote a climate of engagement and dialogue with a wide spectrum of views and values. The Diversity and Social Justice Forum hosts an annual symposium on issues of social justice, and publishes the *DSJ Forum*, an online publication featuring articles about practice-oriented issues of social justice, including any aspect of the underlying legal or humanitarian concerns, legal or policy solutions, or the work of movements organizing to address the problem.

Student members may receive academic credit (pass/fail) as a co-curricular activity. Membership is determined by a write-on competition. The write-on competition is open to all rising 2 and 3L students with a minimum cumulative GPA of 2.8.

## §7

### APPENDICES

#### §7.1 FOWLER SCHOOL OF LAW HONOR CODE

##### PREAMBLE

The Honor Code of Chapman University Fowler School of Law calls for a commitment by students to adhere to the highest ideals of professional integrity. Paramount among those ideals is the concept of honor, which fosters an environment of trust to be carried into the larger professional community after our students have left the law school. Each student who joins the law school community affirms, by the student's acceptance of a position in the community, this commitment to integrity, honor, and trust. Every student is presumed not to have violated this commitment unless and until proven otherwise.

Each student of Chapman University Fowler School of Law is to understand this Honor Code as a system of duty. Key to this system is self-regulation, which requires the cooperation of each member of the Law School community.

##### Article I

###### Scope of the Honor Code

This Honor Code applies to each student of Chapman University Fowler School of Law and shall be the Law School's exclusive policy for dealing with ethical violations as defined by Article II of this code.

###### Administration of the Honor Code

- (A) The Dean and the Honor Council shall have the exclusive responsibility for taking all action in connection with or relating to any suspected violations, except for the revocation of a previously granted degree, which shall be within the exclusive authority of the Board of Trustees of Chapman University.
- (B) Each law student shall be responsible for the Code's implementation. The Council will be responsible for the administration of the Code as well as the adopted policies and procedures. As law students will inquire of the bar association in their future capacity as bar members, all students have the responsibility to inquire of the Council as to whether their conduct constitutes a Code violation.

##### Article II

###### General Provisions

- (A) No proceedings may be initiated under this Code if more than one year has elapsed since the date when the ethical violations were or reasonably should have been discovered.

- (B) All substantive definitions in this Code shall be broadly construed to ensure fairness to the suspected violator.

### Violations of the Honor Code

- (A) As used in this Code, the term “ethical violation” includes the following acts, where such acts affect the School’s operations, academic integrity, educational environment, or reputation in the academic or legal community:
- (1) Lying;
  - (2) Cheating;
  - (3) Stealing;
  - (4) Plagiarism;
  - (5) Actions of a criminal nature committed on the campus of either Chapman University, the Chapman University Fowler School of Law or any University or law school affiliated event;
  - (6) Obstruction of an investigation;
  - (7) Misdemeanor or felony crimes committed after admission to the law school and while off campus of Chapman University or Chapman University Fowler School of Law, where a final judgment has been rendered by a competent court. A final judgment shall include a conviction or acceptance of a guilty plea or a plea of *nolo contendere*.
  - (8) Failing to report a misdemeanor or felony crime as required under Article IV of this Code.

### Violations Defined

- (A) As used in this Code, “willfully” means intentionally or purposefully, but not accidentally, mistakenly, or negligently. As used in this Code, “recklessly” means that with respect to a material element of an offense, he or she consciously disregards a substantial and unjustifiable risk that the material element exists or will result from his or her conduct. The risk must be of such a nature and degree that, considering the nature and intent of the actor’s conduct and circumstances known to him or her, its disregard involves a gross deviation from the standard of conduct that a reasonable person would observe in the actor’s situation.
- (B) Lying means willfully or recklessly misrepresenting or willfully or recklessly failing to disclose a material fact that a reasonable person would consider relevant under the circumstances. Examples of lying include, but are not limited to, the following:
- (1) Misrepresenting or failing to disclose facts relevant to admission to the School;
  - (2) Misrepresenting or failing to disclose facts relevant to class attendance;
  - (3) Misrepresenting or failing to disclose facts relevant to compliance with course requirements;
  - (4) Misrepresenting or failing to disclose facts relevant to financial aid, work study or scholarships;
  - (5) Misrepresenting or failing to disclose facts relevant to the employment search process;
  - (6) Misrepresenting or failing to disclose facts relevant to co-curricular



- activities for which credit is granted;
- (7) Misrepresenting or failing to disclose facts in a misconduct report;
- (8) Misrepresenting or failing to disclose facts in any Honor Code proceedings.

(C) Cheating means willfully or recklessly giving, receiving, taking or using, or attempting to give, receive, take or use, any unauthorized advantage that is specifically prohibited by school policies or procedures or by the student's professor, adjunct professor or instructor in connection with any course work or curricular activity for which credit is granted. Cheating includes, but is not limited to, the following:

- (1) Any prohibited aid, assistance or cooperation in connection with an examination;
- (2) Any prohibited aid, assistance or cooperation in connection with a paper, report, brief or other assignment;
- (3) Commencing an examination before the stipulated time, including reading the contents of the examination or writing any notes or outlines, or continuing to write after the time for taking the examination has expired;
- (4) Possession, use or reference to prohibited materials during an examination;
- (5) Depriving other students for an unreasonable length of time of access to library materials or other information that either is needed for the timely completion of course work or is helpful to preparation for a class or an examination with the intent to disadvantage other students;
- (6) Obtaining knowledge or possession of unreleased examination questions, answers or information, or retaining copies of an examination or other materials contrary to a professor's instructions;
- (7) Any copying or use without permission of the original of another student's personal work product, including briefs, notes, tapes, computer software or data, outlines, written assignments or other materials;
- (8) Failing to disclose to a professor the submission for credit of work that was wholly or substantially done outside the course for which credit is being sought.

(D) Stealing means willfully or recklessly taking any services or property of another without authorization or by fraud of any kind with the intent to permanently or substantially deprive. Stealing includes, but is not limited to, the following:

- (1) Taking any personal property on School premises, or taking any School property on or off School premises;
- (2) Taking briefs, books, notes, tapes, computer software or data, or outlines belonging to a faculty member or another student, on or off School premises;
- (3) Taking any items from student mail files or faculty mailboxes or reading electronic mail meant for other recipients without authorization;
- (4) Taking School computer time, computer software or computer access;
- (5) Taking School photocopy services;
- (6) Taking School library materials.

- (E) Plagiarism means willfully or recklessly misrepresenting all or part of another's work as one's own, either for credit or for publication. Plagiarism includes, but is not limited to, the following:
- (1) Verbatim presentation of another's work without acknowledgment;
  - (2) Paraphrasing or restating another's work without acknowledgment;
  - (3) Partial but significantly incomplete acknowledgment of another's work.
- (F) Obstruction means interference with the enforcement of the Honor Code, the University Student Conduct Code or Honor Council investigation. Obstruction includes:
- (1) Intimidating or harassing a person who has made a complaint, regarding an alleged ethical violation;
  - (2) Willfully or recklessly failing to cooperate in a timely manner with lawful requests made by the Dean of the Law School, his or her designate, the Board of Trustees of Chapman University, the Honor Council, any University Conduct Board or investigator, or the suspected violator in connection with any Honor Code procedures.
- (G) Obstruction does not include, nor shall Section IIB of the Honor Code Policies and Procedures apply to, confidential information that is protected by a legal privilege, disclosed to the Office of Student Assistance, or disclosed to any student retained to assist an accused violator in any Honor Code proceedings.

### **Article III**

#### **Sanctions for Violations of the Honor Code**

- Appropriate sanctions shall include any one or more of the following:
- (1) A public or private reprimand;
  - (2) Reduction of the grade in the course in which the violation occurred including but not limited to changing the student's grade to an "F" (with professor approval);
  - (3) Loss of library privileges, including Westlaw and Lexis accounts;
  - (4) Restitution;
  - (5) Loss of scholarship;
  - (6) Disciplinary probation, with or without conditions, until graduation;
  - (7) Suspension for up to two calendar years, with or without conditions;
  - (8) Notation on the violator's transcript;
  - (9) Permanent dismissal from the School;
  - (10) A recommendation to the Board of Trustees of Chapman University that the Board permanently revoke a previously granted degree, where the penalty would have been permanent dismissal, had the violation been discovered while the violator was still in school; or
  - (11) Any other sanction determined by informal resolution under Section IV.

## Article IV

### Mandatory Reporting of Criminal Misdemeanors, Felonies or Restraining Orders

- (A) Any student who has been found to have committed a misdemeanor or felony crime after admission to the law school and while off campus of Chapman University or Chapman University Fowler School of Law, where a final judgment has been rendered by a competent court, has committed an Honor Code violation. A final judgment shall include a conviction or acceptance of a guilty plea or a plea of *nolo contendere*. The student shall, within thirty (30) calendar days of judgment being entered a competent court, report the crime to the Office of Student Assistance or may alternatively report the crime to the Faculty Chair of the Honor Council Committee (the “Chair”).
- (B) For matters involving a student self-reporting a criminal misdemeanor or felony as required under Article IV(A), the student may request that the Chair appoint a second faculty investigator in lieu of a student investigator to perform all necessary procedures as defined in Section III. Further, the self-reporting student may also request that any adjudicative board considering the self-reported criminal misdemeanor or felony be comprised only of faculty members of the Honor Council Committee and any additional faculty members necessary to comprise an adjudicative board of five members as required under Sections IV, V, and/or VI. Any additional faculty members shall be appointed on an ad hoc basis by the Dean as described under Section VIII(F). The option for a student to exclude student members of the Honor Council from serving as investigators or as part of an adjudicative board shall only be available when the student self-reports a criminal misdemeanor or felony and in no other circumstance.
- (C) Although the issuance of a restraining order does not constitute a violation of the Honor Code, any student against whom a restraining order of any type is issued must report the issuance of the order to the Associate Dean for Student Affairs within five (5) business days after the issuance of the order.

## Article V Policies and Procedures

### Section I - General Provisions

All procedural definitions in this Code shall be broadly construed to ensure fairness to the suspected violator.

- (A) The Honor Council is composed of three branches: The Office of the Law School Advocate, The Office of Student Assistance, and the Honor Council Committee.
- (B) The Office of the Law School Advocate shall serve as the School’s representative in any formal action under Section V or any appeal under Section VI. The Office shall consist of five students appointed by the Student Bar Association Board of Directors. One member of the Office of the Law School Advocate and one faculty member of the Honor Council Committee shall be selected by the Chair to jointly represent the School in each matter.

- (C) The Office of Student Assistance shall be available to counsel students regarding Honor Code violations and procedures. The Office shall consist of three students appointed by the Student Bar Association Board of Directors.
  
- (D) The Honor Council Committee shall serve as the ultimate adjudicatory body in all Honor Code proceedings. The Honor Council Committee shall consist of four full-time faculty members appointed by the Dean and three students appointed by the Student Bar Association Board of Directors. The Chair shall be a faculty member appointed by the Dean.
  
- (E) The qualifications, terms of service and conditions for removal, if any, of the members of the Office of Law School Advocate, Office of Student Assistance, and student members of the Honor Council Committee shall be determined by the Student Bar Association Board of Directors.
  
- (F) A suspected violator may retain counsel at his or her own expense, or may be represented by another person of his or her choice, including another student. Any representative of a suspected violator shall file an appearance with the Dean, the Honor Council Committee and the Office of the Law School Advocate. No professor, adjunct professor, instructor, administrator or staff member shall represent a suspected violator.

## **Section II A—Student Representation on the Honor Council**

**Student Chair of the Honor Council Committee** (1 Position) The Student Chair of the Honor Council serves as the liaison between the Honor Council and the Faculty Chair of the Honor Council Committee. Together with the Faculty Chair, the Student Chair oversees the student-led activities of the Honor Council. In formal proceedings, the Student Chair will also serve as a member of the Honor Council adjudicative body.

**Honor Council Committee** (2 Positions) The Honor Council Committee members along with the Student Chair perform the ultimate adjudicative functions of the Honor Council proceedings. Student members, along with appointed faculty, hear and decide on the investigative efforts brought forth by the Office of the Law School Advocate and faculty members of the Honor Council Committee.

**Office of the Law School Advocate** (5 Positions) Members of the Office of the Law School Advocate (“OLSA”) will serve as the School's representative in any formal action, including the investigation and prosecution of Honor Code violations. One student member of the OLSA and one faculty member of the Honor Council Committee shall be selected by the Faculty Chair to jointly represent the School in each case.

**Office of Student Assistance** (3 Positions) The Office of Student Assistance (“OSA”) shall be available to counsel students regarding Honor Code violations and procedures. OSA members also assist students in reporting violations.

## **Section IIB- Reporting Procedures**

- (A) If a student becomes aware of facts establishing reasonable grounds to believe that a violation of the Honor Code, as defined in Article II or IV, may have occurred, he or she shall report the violation to the Office of Student Assistance or the Faculty Chair of the Honor Council Committee. If the violator self-reports a violation (an “admission”) prior to a report being filed with the Office of Student Assistance or the Faculty Chair, it shall be considered a mitigating circumstance in determining the appropriate sanction to be imposed.
- (B) The Office of Student Assistance shall provide students with a form to use in reporting suspected violations. The report shall include a full written description of the suspected violation, including the place and the approximate date and time it occurred. The report shall also include the name of the suspected violator or, if the violator’s name is not known, all relevant identifying information. The report shall be signed by the reporting student and filed with the Chair.
- (C) No professor, adjunct professor, instructor, staff member or employee shall individually resolve or attempt to resolve matters of suspected violations. Any professor, adjunct professor, instructor, staff member or employee who has reasonable grounds to believe that an Honor Code violation has occurred shall promptly report it pursuant to the procedures described in Subsections (A) and (B) of this Section. This reporting requirement shall not apply to information disclosed in confidence by a student making a good faith effort to ascertain his or her other responsibilities under the Honor Code. Any professor, adjunct professor, instructor or student who reports a suspected violation shall be disqualified from serving in any capacity other than that of a witness in connection with the matter in which the report is filed.
- (D) The identities of the reporting student/individual and any witness shall not be disclosed until a complaint has been served in anticipation of formal action as set forth in Section V.

## **Section III – Investigating Suspected Violations**

As soon as practicable after receiving a report under Section II, the Faculty Chair shall appoint one faculty member of the Honor Council Committee and one student member of the Office of the Law School Advocate to serve as Investigators (the “Investigators”). The faculty member serving as an Investigator shall not thereafter act as a member of the Honor Council Committee with regard to the matter under investigation.

- (A) The Investigators shall meet to conduct a preliminary review to determine whether investigation of the matter described in the statement is warranted or, alternatively, is unwarranted. If the Investigators determine an investigation is warranted, the Investigators will conduct the investigation. As used in this Section, “unwarranted” means the report has no reasonable basis in law or fact.
- (B) If, after the preliminary review under subsection (A) of this Section, the Investigators decide a report is unwarranted, the Faculty Chair shall notify the person

who made the report in writing that it is not sufficient to warrant further action. The Faculty Chair shall have the discretion to reopen an investigation within the statute of limitations period defined in Article II, but only if new evidence indicates further investigation is appropriate. The Faculty Chair shall also send a copy of the report to the suspected violator. The report shall be redacted so as to not identify the reporting student/individual or any witnesses. The Faculty Chair's transmittal letter shall advise the suspected violator that:

- (1) Any intimidation or harassment of the person who made the report shall be grounds for instituting proceedings under the Honor Code and;
  - (2) He or she has the right to provide a written statement responding to the report for inclusion in the files of the Honor Council.
- (C) If the Investigators, after the preliminary review, decide a report is warranted, the Investigators shall serve a copy of the report on the suspected violator. The report shall be redacted so as not to identify the reporting student/individual or any witnesses. The Investigators' cover letter shall notify the suspected violator that:
- (1) Each suspected violator must submit an independent signed written response fully and fairly disclosing all of the facts and circumstances surrounding the suspected violation that he or she is aware of within fifteen (15) working days after the date the report is served;
  - (2) A failure to respond within the time permitted is itself a violation under Article II of the Honor Code;
  - (3) The student may refuse to respond if the information required could lead to criminal prosecution;
  - (4) Any intimidation or harassment of the person who made the report shall be grounds for instituting proceedings under this Honor Code pursuant to Article II of the Code and;
  - (5) The Office of Student Assistance is available to counsel accused violators regarding Honor Code violations and procedures.
- (D) After the suspected violator has filed a response, or the time for filing a response has expired, the Investigators shall promptly conduct whatever further investigation they deem appropriate. When all investigation is complete, the Investigators shall decide whether there are reasonable grounds to believe that an ethical violation occurred.
- (E) The suspected violator may refuse to submit a response based on the Fifth Amendment privilege against compelled self-incrimination if the information required could lead to criminal prosecution. If the suspected violator refuses to respond on this ground, the Investigators may decide whether valid grounds for refusing to respond exist, or may refer the matter to the Honor Council Committee for a hearing on the claim of privilege. At that point, the Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with this matter.
- (F) If the Investigators decide reasonable grounds do exist, they may either pursue informal resolution of the matter pursuant to Section IV or pursue formal action pursuant to Section V of Article V.

(G) If the Investigators decide reasonable grounds do not exist, they shall notify the Faculty Chair in writing of their intention to dismiss the report. The Investigators' notification shall include a copy of the report, the suspected violator's response and a summary of the facts discovered during the Investigators' investigation. At this point, if an adjudicative body has not already been composed under subsection (E) of this Section, the Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with the matter. Unless the appointed Committee concludes that dismissal is clearly erroneous within twenty (20) days after the date the notification was delivered, the report shall be dismissed. If the appointed Committee concludes dismissal is clearly erroneous, the report shall be referred back to Investigators for informal resolution pursuant to Section IV or formal action pursuant to Section V of Article V. After referral back, if either Investigator withdraws, the Faculty Chair shall designate a faculty member of the Honor Council Committee or a member of the Office of the Law School Advocate, as appropriate, to serve as a substitute.

#### **Section IV– Informal Resolution**

- (A) The Investigators shall have the authority to accept a suspected violator's admission ("admission") or plea of *nolo contendere* ("plea") regarding Honor Code violation. All admissions or pleas shall be in writing, include the proposed sanction, and be signed by the violator. If the sanction proposed in the plea requires affirmative action by the violator, e.g., submission of a paper or participation in an anger management program, a date by which this must be completed shall be stated in the agreement.
- (B) The suspected violator shall have ten (10) working days to submit in writing any mitigating circumstances he or she believes should be considered in determining the appropriate sanction to be included in the proposed informal resolutions.
- (C) Sanctions set forth in Article III of the Honor Code shall be appropriate sanctions under this Section.
- (D) The Investigators shall notify the Faculty Chair in writing of the proposed sanction. The Investigators' notification shall include a copy of the report, the violator's response, a summary of the facts developed during the investigation, the violator's signed admission or plea, the violator's mitigation statement, and a statement of reasons explaining the proposed sanction. At this point, if an adjudicative body has not already been composed under Section III of this Article, the Faculty Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with the matter. Unless the appointed Committee concludes the Investigators' proposed sanction is clearly erroneous within fourteen (14) working days after the date the notification is delivered to the Chair, the proposed sanction shall become effective. The Investigators shall then notify the violator in writing and a copy of that writing shall be sent to the Law Registrar for inclusion in the student's file.

- (E) If the appointed adjudicative body concludes the Investigators' proposed sanction is clearly erroneous, the student may at his/her sole option, (1) withdraw the plea of no contest and proceed to formal resolution pursuant to Section V of this Article, or (2) the matter shall be referred to the Office of the Law School Advocate for a sanctions hearing before the Honor Council Committee pursuant to the sanctions procedures described in Section V of this Article. The appointed Committee may impose any sanction authorized by this Code.
- (F) If a violator does not comply with the terms of the plea agreement in any way, the Faculty chair shall appoint a committee to determine whether (1) the plea agreement shall be set aside and the matter shall proceed to formal resolution pursuant to Section V, or (2) the Investigators may negotiate a new plea agreement with the violator, which if such negotiations are unsuccessful, the matter shall proceed to formal resolution pursuant to Section V of this Article. The committee shall be comprised of two faculty members appointed to the Honor Council and one student member of the Honor Council Committee. This committee shall have (10) working days upon receipt of the notice that the violator has not complied with the terms of the plea agreement to notify the violator of their decision.

#### **Section V – Formal Resolution**

- (A) In any matter not dismissed by the Honor Council Committee pursuant to Section III subsection (G) or resolved through informal resolution under Section IV, the Investigators shall prepare a written complaint setting forth the facts of the alleged violation and the specific sections of the Code that are alleged to have been violated, and shall serve a copy of the complaint on the suspected violator within fifteen (15) working days of the filing of that complaint. The Investigators' complaint shall inform the suspected violator that he or she must submit a signed written answer to the complaint within fifteen (15) working days after the date the complaint was served, and that a failure to respond within the time permitted will be treated as a default. The Investigators' complaint shall include the names of the reporting student/individual(s) and any witnesses. The Investigators shall file a copy of the complaint and any answer with the Faculty Chair. At this point, if an adjudicative body has not already been composed under Section III or IV of this Article, the Faculty Chair will select at random two of the three student members of the Honor Council Committee. The two students selected, together with three faculty members of the Honor Council Committee, shall perform all adjudicatory functions associated with the matter. The appointed Committee may set aside a default for good cause shown.
- (B) The appointed Committee may permit the Investigators to amend the complaint at any time unless the proposed amendment would unfairly surprise or prejudice the suspected violator. Likewise, the appointed Committee may permit the suspected violator to amend his or her answer.
- (C) During the pendency of any formal action, the Investigators may conduct such further investigation, as they deem appropriate. The Investigators may dismiss a complaint that has been filed, pursuant to the procedures for dismissing a report



described in Article V, Section III, subsection (G), or may pursue informal resolution of the matter pursuant to the same rules set forth in Section IV for informal resolution.

- (D) If the matter is not informally resolved, the Investigators shall notify the Faculty Chair that a formal hearing will be necessary. The hearing panel in a contested matter shall consist of the five appointed members of the Honor Council Committee designated to adjudicate the pending matter (2 students and 3 faculty members). The Chair shall notify the Investigators and the suspected violator of the identities of the members of the appointed Committee, as well as the date, time and place for the hearing, at least fifteen (15) working days in advance of the hearing. Both sides shall exchange witness lists no later than five (5) working days before the hearing date.
- (E) The suspected violator may challenge any member of the appointed Committee for cause. Challenges for cause shall be filed in writing no more than five (5) working days before the hearing, and shall be decided by the Faculty Chair. A challenge for cause of the Faculty Chair shall be decided by the Dean.
- (F) Hearings shall be closed. The Faculty Chair shall serve as the presiding judge. The reporting student and suspected violator shall personally appear and shall be subject to cross-examination. The suspected violator shall have the right to be represented in accordance with the provisions of Section I subsection (F). The appointed Committee shall cause testimony to be taken under oath, and a court reporter or recorder shall be present to make a record of the hearing. The Investigators shall present the School's case against the suspected violator, and the burden of proof shall be on the School to establish the alleged violation by clear and convincing evidence.
- (G) The appointed Committee shall issue a written decision containing the Committee's findings of fact and conclusions of law within ten (10) working days after the conclusion of the hearing. A majority vote of the appointed Committee members is sufficient to find the violation alleged in the complaint has been established. A copy of the appointed Committee's decision shall be served on the violator. If the Committee has determined a violation occurred, the Committee's decision letter shall inform the violator that he or she has ten (10) working days from the date the decision was served to submit in writing any mitigating circumstances he or she believes should be considered in determining the appropriate sanction. The violator shall serve a copy of the mitigation statement on the Investigators and the Investigators shall have ten (10) working days to file a written response.
- (H) After the violator's mitigation statement and the Investigators' response have been filed, or the time for filing the statement and the response has expired, and before imposing any sanction, the previously appointed Committee shall hold a sanctions hearing, and shall give the violator and the Investigators a reasonable opportunity to personally address the Honor Council Committee regarding sanctions. A court reporter or recorder shall be present to make a record of this proceeding. The appointed Committee shall give the violator and the Investigators at least ten (10) working days notice of the date when the sanctions hearing will be held.

- (I) The appointed Committee shall issue a written judgment of sanction(s) within five (5) working days after the sanctions hearing or the time for the sanctions hearing has expired. A majority vote by the appointed Committee members is sufficient to impose any sanction authorized by this Code. A copy of the judgment of sanction(s) shall be served on the violator and the Investigators. If the sanction imposed is suspension, permanent dismissal from the School or recommended revocation of a previously granted degree, the Committee's written judgment shall inform the violator he or she has the right to appeal the Committee's decision or judgment pursuant to Section VI. A copy of the appointed Committee's decision and judgment shall be filed with the Faculty Chair of the Honor Council Committee.

### **Section VI - Appeals**

- (A) Matters resolved by way of informal resolution pursuant to Section IV shall not be appealable by right or by leave. In any matters resolved by way of formal action pursuant to Section V of this Article in which the sanction of suspension, permanent dismissal or recommended revocation of a previously granted degree has been imposed, the violator shall have an appeal by right from the hearing panel's decision or judgment to the full faculty. The appellant shall have no more than ten (10) working days from the date the judgment was served to commence an appeal by right by filing a notice of appeal with the Dean. The failure to file a timely notice of appeal shall constitute a waiver of the right to appeal.
- (B) Upon the filing of a notice of appeal, the Dean shall order that a transcript of the proceedings, if any, be prepared at the School's expense. Copies of the transcript shall be served on the appellant, the Investigators, and the Faculty Chair. The transcript, together with all the written documents previously filed or served pursuant to this Code, shall constitute the original record for the appeal.
- (C) The appellant shall have no more than fifteen (15) working days from the date the transcript is served, or if there is no transcript, from the date appellant is served with notice that no transcript exists, to file a written brief with the Dean. A copy of any brief filed shall be served on the appellee and the Investigators. The appellee shall have no more than twelve (12) working days to file a written response, a copy of which shall be served on the Investigators and the Dean.
- (D) Appeals to the full faculty shall be heard on the original record. Oral arguments shall be limited to thirty (30) minutes per side. Where the resolution of an issue depends on the credibility of witnesses, the full faculty shall give the decision or judgment being appealed substantial deference. The faculty shall not reverse an Honor Council Committee decision that a violation of the Honor Code occurred or modify the sanction imposed unless a majority of the participating faculty members conclude, after voting by written ballot, that the decision or sanction is clearly erroneous. If the faculty concludes that the sanction imposed by the panel is clearly erroneous, it may impose any sanction authorized by this Code.
- (E) In any matter that is not appealable by right under subsection (A) of this Section, or in any matter that was appealable by right but no timely notice of appeal was filed,

an application for leave to appeal to the full faculty may be filed with the Dean listing the reasons why leave should be granted. The application must be filed no more than twenty-five (25) working days from the date the hearing panel's judgment was served. A copy of the application shall be served on the opposing party, who shall then have no more than ten (10) working days to respond. Leave shall only be granted in extraordinary circumstances when the full faculty determines that failure to grant leave would cause material and substantial injustice. If the full faculty grants leave, the appeal shall proceed according to the procedures for appeals by right outlined in subsections (C) and (D) of this Section.

- (F) The faculty shall issue a written order or opinion setting forth its decision in all appeals by right and all appeals by leave in which leave is granted. Leave to appeal may be granted or denied without oral argument. Copies of the faculty's orders or opinions shall be served on the violator, the Investigators and the Faculty Chair.
- (G) No decisions or judgments in individual matters may be appealed to the President or the Board of Trustees of Chapman University.

### **Section VII - Records and Confidentiality**

- (A) The Honor Council Committee shall maintain records of all matters in which a report was filed. Except as provided in subsections (B) and (C) of this Section, or as required by other portions of this Code, all Honor Council records, information and proceedings shall be strictly confidential. This confidentiality requirement shall extend to the Office of Student Assistance, the Office of Law School Advocate, the student and faculty members of the Honor Council Committee, the Dean or his or her designate, the reporting student(s), the suspected violator, all potential witnesses, and all School employees having knowledge of or access to any such records, information or proceedings. Any breach of confidentiality shall be referred to the Dean for possible disciplinary action.
- (B) The Honor Council Committee shall conspicuously publish summaries of all matters that result in admission, plea or a finding that an ethical violation occurred. The summaries shall include the sanction imposed, but shall not identify any reporting student, violator or other person involved in the matter. The Honor Council Committee shall annually compile the summaries, and copies of the compiled summaries shall be maintained for reference purposes.
- (C) In any matter in which there is an admission, plea or a finding that a Honor Code violation occurred, a summary of the matter, including the sanction imposed, shall be made a permanent part of the violator's student file. If any other law school or state bar to which the violator has applied for admission requests information about the violator, a copy of the summary and any other information the Dean believes appropriate shall be included in the School's response. The Dean shall have the discretion to disclose such information even in the absence of a request, and shall have the discretion to disclose such information to other outside entities when appropriate. All disclosures under this Section shall be made in accordance with any applicable state or federal limitations on the disclosure of student education records.

- (D) In any matter in which there is no admission, plea or finding that an Honor Code violation occurred, no record of any Honor Council proceedings shall be included in the student's file or transmitted to any outside entity. Three years after the student graduates, the Honor Council Committee shall destroy all records relating to the matter.

### **Section VIII - Miscellaneous Provisions**

All first-semester and transfer students shall be provided with a copy of the Honor Code. They shall also be required to sign an acknowledgment that they have read, understand and agree to abide by the Honor Code. These acknowledgments shall become a permanent part of each student's file. Any student who knowingly and deliberately fails to sign the acknowledgment shall be dismissed from the School.

- (A) In any case involving a graduating student, the Dean shall expedite the preliminary investigation, and all other time periods for action required by this Code may be shortened, unless the suspected violator objects.
- (B) As used throughout this Code, the term "working days" means all days except Saturday, Sundays, holidays when the School is not in session and days during semester breaks. For good cause shown, the time periods for action required by this Code may be extended.
- (C) Joinder of cases is mandatory where the cases involve common proof. No severance shall be granted unless the moving party proves that severance is necessary to avoid substantial prejudice.
- (D) Service of any written document or notification required or permitted by this Code shall be accomplished by personal service, certified mail return receipt requested or Chapman email. Where service is accomplished by mail, it is effective as of the date of delivery. If service cannot be accomplished, and there are reasonable grounds to believe that evidence may be lost due to delay, the Investigators may take a deposition recorded by a certified recorder or reporter or use other means to preserve the evidence.
- (E) If any member of the Honor Council Committee is in any way associated with an alleged violation as a potential violator or witness, that member shall be excluded from any proceedings related to the violation in question. If this exclusion results in fewer than five members being available to hear a particular case, the Faculty Chair shall appoint students and/or faculty on an ad hoc basis as necessary in order to preserve the balance of three faculty and two students on the adjudicating Honor Council Committee.

## **§7.2 UNIVERSITY STUDENT CONDUCT CODE**

Chapman University has standards of behavior that apply to all students and student organizations associated with the University. These standards are set forth as policies in this Student Conduct Code ("the Code"). The Code is a system established to ensure a fair process to people who believe that the behavior standards have been violated, as well

as to students and organizations that have allegedly violated the Code. These established standards, which are upheld through an educational disciplinary process, support the University's academic mission.

The Code also governs community conduct in order to protect and promote the University community's pursuit of its educational goals. The purpose of an educational disciplinary process is to maintain a safe, healthy, and educational community for all students, staff, and faculty.

Expression, civility, and freedom of speech are especially important values within an academic community and Chapman's desire to offer a personalized education. Thus, all topics are appropriate for discussion and debate within the framework of academic inquiry and self-expression. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are always free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it is clear to the academic and the larger community that students or student organizations speak only for themselves.

As an institution of higher learning, Chapman strives to maintain an environment in which its students, employees, and guests feel challenged and supported. As a diverse population, we must be able to live, work and learn in a climate of tolerance, civility and respect for the rights, property and sensibilities of others.

**The newest, most updated version of the University Conduct Code may be found on the following webpage: <https://www.chapman.edu/students/policies-forms/student-conduct/index.aspx>. The University Conduct Code as well as its various related policies and procedures apply to each Chapman University student, including students attending the Fowler School of Law and, therefore, is incorporated herein in its entirety by this reference. All law students should review the University Conduct Code and conform their behavior to the terms contained in that Code.**

## **§7.3 PLAGIARISM**

### **A PRIMER ON PLAGIARISM**

Law school honor codes and disciplinary rules normally forbid submitting the work of another as one's own work in any academic pursuit, whether or not with the consent of the author of the work. Plagiarism violates this rule.

#### Types of Plagiarism

1. Quoting the words of another without attribution.
2. Paraphrasing the words of another without attribution.
3. Using the ideas of another without attribution.

The underlying rule is simple: Do not use the words or ideas of another and represent them as your own. Give credit where credit is due. Avoid plagiarism by including a citation to the source.

## How Plagiarism Applies to Memos, Briefs, and Other Law School Projects

1. Quotations. When you quote, give a citation to the source.
2. Paraphrasing. If you take another's sentence and change a few words, you still must give a citation. If you paraphrase, do not use quotations, but use a signal, usually see. There is a gray area between paraphrasing and putting something in your own words. You must decide whether or not a citation is necessary. Err on the side of caution. Usually you will want to include a citation, because a citation to authority increases the persuasiveness of what you are saying.
3. Original Ideas. Closely following the structure of another person's written work falls into this category. For example, taking a few pages from a law review article or treatise and rewriting them in your own words constitutes plagiarism. Debatable cases arise when the structure of another's argument is not particularly original. Again, err on the side of giving credit. A citation increases persuasiveness.
4. Legal Work Outside Law School. There, the rules are much looser with regard to paraphrasing and using original ideas. Nonetheless, ignoring one's sources or relying on them too heavily may evidence poor lawyering. In law school, writing legal documents is an academic endeavor, and students must give attribution to sources.
5. A Sense of Proportion. You need not place a citation after every sentence you write. Excessive cites are unattractive and break the flow of the sentences and your argument. They also suggest that you have avoided thinking and instead have pasted together the words of others. This sort of cut-and-paste product rarely is effective. In deciding when to cite, use your common sense. If you have questions, ask them before your deadline for submission. Avoid putting yourself and others in an embarrassing position.

### ILLUSTRATION

The first paragraph is an excerpt from a fictitious law review article. The second paragraph is a plagiarized version.

The classic cases on the law of lost and found property are worthless guides for a principled court. Authorities frequently cite Armorie v. Delamirie as the major finder's case. The case, however, is about the rights of a finder against those of a subsequent possessor who wrongfully converted the property. The court's brief discussion of the comparative rights of the finder and true owner is dictum. In South Staffordshire Water Company v. Sharman, workers found gold rings on their employer's property. The court announced a rule accurate as a generality - the owner of a locus in quo presumptively possesses items on the land - when it could have relied on an uncontroversial rule - employees who find things in the course of their employment act as agents of their employers. In reaching its holding, the court entirely misread Bridges v. Hawkesworth, another traditional case. In Hannah v. Peel, the court offered a thorough discussion of the law and then ignored it to reach a curious result.

The classic cases on the law of lost and found property are worthless guides for a principled court. Authorities frequently cite Armorie v. Delamirie as the major finder's case. The court's brief discussion of the comparative rights of the finder and true owner is dictum. The case really is about

the rights of a finder against those of a subsequent possessor who wrongfully converted the property. South Staffordshire Water Company v. Sharman concerns workers who found gold rings on their employer's property. Though the court could have rested its opinion on an uncontroversial rule - employees who, in the course of their employment, find personal property act on behalf of their employers - it chose to rely on a rule that is accurate only as a generality - the owner of a locus in quo presumptively possesses items on the land in question. The court betrayed its lack of understanding by misreading Bridges v. Hawkesworth, another standard case. The court in Hannah v. Peel reached a curious conclusion after offering a thorough discussion of the law and then ignoring it.

#### COMMENT ON THE ILLUSTRATION

The first two sentences in the right-hand column are the clearest examples of plagiarism. The writer copied them verbatim without quotation marks and without citation. The next two sentences are virtually verbatim, but in reverse order, perhaps to mislead the reader who is familiar with the original article. In the remaining sentences, the writer has rearranged parts of sentences and changed a few words here and there. Throughout, the writer has employed the organizational structure and substantive ideas of another without giving credit.

By failing to give proper attribution, the writer has reduced the persuasiveness of the argument. Citations to the article would have demonstrated that a published authority shared the writer's view and thus made the argument stronger.

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## **§7.4 STUDENT BAR ASSOCIATION CONSTITUTION**

### PREAMBLE

We, the students of the Chapman University, Dale E. Fowler School of Law ("Law School"), recognize the following purposes and goals of our student government:

- A. To act as a means for student self-government;
- B. To provide an effective medium for the expression of students' views;
- C. To provide a clear channel of communication among students, faculty, administration, and alumni of the Law School;
- D. To sponsor and maintain such services and activities as may be deemed beneficial to the Law School community, and specifically to the students;
- E. To facilitate the understanding and development of policies for the Law School with regard to student affairs.
- F. To act as a means for student self-government;
- G. To provide an effective medium for the expression of students' views;

- H. To provide a clear channel of communication among students, faculty, administration, and alumni of the Law School;
- I. To sponsor and maintain such services and activities as may be deemed beneficial to the Law School community, and specifically to the students;
- J. To facilitate the understanding and development of policies for the Law School with regard to student affairs.

In order to provide the governing instruments for the conduct of all matters as delegated by the University to this organization, subscribing to the regulations and policies of Chapman University, and with the authority of the President, do hereby establish this Constitution of the Chapman Student Bar Association.

ARTICLE I:           Name

The name of this organization shall be the Chapman Student Bar Association (referred to in the rest of its governing documents as “SBA”).

ARTICLE II:          Membership

- A. The SBA shall be comprised of all students of the Law School, including all registered J.D. candidates and all eligible L.L.M. candidates.
- B. All SBA members shall pay an SBA fee, to be proposed and adopted in accordance with the Bylaws.
- C. All SBA members and members of the Law School faculty and administration shall have the right to attend proceedings of the student government, the SBA Board.

ARTICLE III:         Student Government

- A. The SBA shall be governed by the SBA Board (“Board”). The Board is a body of elected representatives working to create a positive and open environment. The Board’s primary charge is to be responsible for the diverse interests, needs, and concerns of the SBA. In order to achieve these responsibilities, and in accordance with the overall objectives of the Law School:
  - 1. The Board will be an approachable body that represents students’ rights and concerns and is accountable and responsible to the SBA for all legislative and executive decisions.
  - 2. The Board will foster and maintain open communication between the students, faculty, staff, alumni, and the Law School community.
  - 3. The Board will allocate funds to support student organizations, while providing balanced programming for cultural, educational, and social events.
  - 4. Members of the Board have a personal responsibility to uphold the inherent duties and ideals set forth by the SBA and the Board.
  - 5. All legislative powers of the SBA shall be vested in the Board, where consistent with other provisions of the SBA’s governing documents.



6. All powers not belonging to the Board will remain with the SBA.
- B. Each individual member of the Board will uphold the ideals of the students they represent and the School of Law they attend by utilizing the full potential of their abilities toward their duties. The members will serve as leaders and role models, establishing a cohesive work environment within the Board, with emphasis on respect, performance, and accountability.
  - C. The Board shall be comprised of an Executive Board (see Article IV) and Representatives (see Article V).
  - D. The Board shall hold meetings at least once per month.
    1. Excluding those meetings, in whole or in part, which are closed by a majority vote of the Board members present and voting, all meetings, votes, deliberations, and discussions of the Board shall be open to all SBA members to observe. Open meetings shall be normal operating procedure for the Board, with meetings being closed only for those circumstances or in light of those mitigating circumstances that require secrecy. Breach of confidence of a closed session shall be an Honor Code violation, and may result in possible impeachment and removal, in accordance with Article VII of this Constitution.
    2. Notice of all meetings of the Board shall be given to the members and the SBA in a timely manner; no meeting shall be held without at least 24 hours notice to the SBA.
    3. The Board shall meet at the request of a majority of the Executive or by a petition of a majority of the elected Board.
  - E. A majority of the SBA Board shall constitute a quorum in order to do business.
  - F. All actions, with the exception of amendments to the governing documents, shall be by majority vote of those present and voting.
  - G. There shall be no voting by proxy.

ARTICLE IV:           The Executive Board

- A. Enumeration, Terms, Duties, and Election
  1. The executive and administrative powers and responsibilities of the SBA shall be vested in the Executive Board (“Executive”) of the SBA.
  2. The Executive shall include the President, Vice President, Treasurer, Secretary, and Parliamentarian.
  3. The power of the Executive shall be vested in the President, as outlined in the SBA’s governing documents.
  4. The term of each officer of the Executive shall run for one year, beginning with the first SBA meeting following their election in the Spring and ending with the first SBA meeting following the next year’s election.

5. In order to ensure that graduating students have representation until the end of the school year, 3L and 4L members of the Executive shall remain on the Board as *members emeritus* until the end of the academic year; such members shall retain the ability to vote, except on the election of the next year's Executive.
6. Members of the Executive shall have no more than one excused absence per semester.
7. Members of the Executive shall be responsible for the enforcement and execution of the SBA's governing documents.
8. Members of the Executive shall remain members of the Board, and retain their voting privileges.
9. The Executive shall meet whenever a member of the Executive requests such a meeting, with at least twenty-four hours notice of said meeting.
10. Any actions take by the Executive shall be subject to a veto by a two-thirds vote of those members of the Board present.
11. The power to form the Executive shall vest exclusively with the elected Board, as outlined in the Election Code.
12. The Executive shall assume office immediately following election of the Executive, as outlined in the Election Code.

## B. Officers

1. The President shall:
  - a. Be a law student who has completed their first semester, is in good academic standing, and intends to serve the full term of office;
  - b. Be the chief executive officer of the SBA;
  - c. Be responsible for the prompt and orderly execution of all resolutions adopted by the Executive and/or Board;
  - d. Preside over all duly constitutional meetings of the Board;
  - e. Preside over all duly constituted meetings of the Executive, exclusive of impeachment proceedings involving the President;
  - f. Appoint all committee chairpersons for both standing and ad hoc internal committees of the SBA;
  - g. Nominate the student members of all student-faculty committees;
  - h. Serve as the official representative of the SBA outside the law school;
  - i. Be a signatory on all SBA checks and requisition forms;
  - j. Appoint the members of the Law School's Honor Council;
  - k. Be the official liaison to the National Student Bar Association and work with the American Bar Association – Law Student Division (ABA/LSD) representative; and
  - l. Be paid a stipend of \$1,000 per semester, subject to revocation by a two-thirds vote of the Board.
2. The Vice President shall:
  - a. Be a law student who has completed their first semester, is in good academic standing, and intends to serve the full term of office;
  - b. Serve as Co-Chair of the Council of Presidents;

- c. Be responsible for the effective operation of committees as authorized by the Board regarding students who serve on standing, ad hoc, and student-faculty committees;
- d. Be responsible for assigning Board members to the various standing, ad hoc, and student-faculty committees;
- e. Exercise the duties and powers of the President in the President's absence;
- f. Assume the office of President whenever a permanent vacancy arises;
- g. Be responsible for all internal SBA Board social activities;
- h. Serve as the Elections Coordinator, as outlined in the Election Code; and
- i. Be a signatory on all checks and requisition forms, if necessary.

3. The Treasurer shall:

- a. Be a law student who has completed their first semester, is in good academic standing, and intends to serve the full term of office;
- b. Be the chief fiscal officer of the SBA;
- c. Be responsible for reporting both the current and allocated budget amounts to the Board at each meeting;
- d. Be the chair of any SBA budget committee;
- e. Be in charge of all fiscal matters relating to the collection and disbursement of SBA funds, and keep clear and comprehensive records of all such transactions;
- f. Prepare financial statements and present them to the Law School community, as defined by the Bylaws;
- g. Submit an annual budget, which must be approved by a majority of Board members present; and
- h. Post the annual budget, as passed by the Board, in a conspicuous place within a reasonable time after its passage.

4. The Secretary shall:

- a. Be a law student who has completed their first semester, is in good academic standing, and intends to serve the full term of office;
- b. Be in charge of maintaining all files, with the exception of any budget related matters;
- c. Be in charge of maintaining any website or TWEN page for the SBA and its student government;
- d. Keep accurate and complete minutes of all meetings;
- e. Be in charge of administration of all SBA correspondence to Board and Executive members;
- f. Be responsible for public relations for the SBA, under the direction of the Executive;
- g. Prepare the unapproved minutes, and make them available to Board and Executive members prior to the following meeting;
- h. Post the approved minutes in a conspicuous place within 48 hours of their approval by the Board;

- i. Maintain an official roster (including names, phone numbers, and email addresses) of the Board and Executive, and student representatives on student-faculty committees;
- j. Publish all SBA activities, programs, and information;
- k. Be a signatory on all checks and requisition, if necessary in the absence of the Vice President; and
- l. Maintain accurate attendance records and be responsible for ensuring compliance, as described in the Bylaws.
- m. Temporarily assume the authority to approve any immediate or pending budgetary, reimbursement, and financial focused endeavors usually required of the Treasurer, should the Treasurer have a prolonged absence lasting more than 7 days. The Secretary shall relinquish such authority, once the Treasurer has returned and resumed their responsibilities.

5. The Parliamentarian shall:

- a. Be a law student who has completed their first semester, is in good academic standing, and intends to serve the full term of office;
- b. Ensure that the Board and Executive strictly adhere to the approved version of *Robert's Rule of Order* during formal meetings of the Board, the specific edition of which shall be chosen by the Executive;
- c. Serve as Sergeant at Arms for the Board;
- d. Ensure that all amendments to the SBA's governing documents are updated in the publicly available documents; and
- e. Advise the Board on procedural matters relating to the SBA's governing documents.

C. Graduate Student Council (GSC)

- 1. The Executive Board shall appoint representatives to represent the Law School at all GSC meetings and events.
- 2. The number of appointed representatives shall vary as required by the Council.

ARTICLE V: The Representatives

A. Enumeration, Terms, Duties, and Election

- 1. There shall be elected nine representatives from each of First, Second, and Third year classes, up to three eligible L.L.M. representatives, and up to two representatives from the Fourth year class, so long as it exists.
- 2. At no time shall more than thirty-two regular members and a maximum of five *members emeritus* serve as representatives on the Board.
- 3. The term of each representative shall run for one year, beginning with the first SBA meeting following their election in the Spring (except for First year representatives, whose first meeting following election will be in the Fall) and ending with the first SBA meeting following the next Spring's election.
- 4. The L.L.M. representative's term ends when he or she graduates or when a replacement is elected, whichever comes first.

5. Representatives shall have no more than one unexcused absence per semester. A Representative who accrues more than three unexcused absences shall be automatically removed, as defined and in compliance with the Bylaws, and the resulting vacancy shall be filled in accordance with Article VIII.
6. Any actions taken by the Board shall be subject to a veto by the President, which can be overruled by a two-thirds vote of those members of the Board present.
7. The Vice President, serving as the Election Coordinator and in compliance with the Election Code, shall oversee the election of new representatives.
8. External ABA Representative. Should a member of the law student body be elected to the ABA Board of Governors s/he will be offered a position on the SBA subject to a two-thirds vote of the Board to serve on the ABA committee and to be a full voting member on the SBA.

ARTICLE VI: Recall

- A. Any SBA member may initiate a recall against a member of the Board by:
  1. Obtaining signatures, on a "Petition to Institute Recall," of twenty percent of the constituency from which the member was elected; and
  2. Presenting the Petition to the Board at a meeting of the Board.
- B. Once the recall has been initiated, the Vice President should then hold a recall election, in accordance with the procedures outlined in the Election Code.
  1. If the recall has been initiated against the Vice President, then the President shall appoint another member of the Executive (other than the Vice President) to preside as the Election Coordinator.
- C. A recall election shall be considered successful (resulting in the removal of the member in question) if the recall election results are at least two-thirds in favor of recall.
- D. If a recall is successful, the resulting vacancy will be filled in accordance with Article VIII of this constitution.

ARTICLE VII: Impeachment and Removal

- A. Any Board member may initiate impeachment proceedings for any member of the Board by a motion, supported by at least six Board members, and the affirmative vote of a simple majority of the Board members present and voting.
- B. Upon impeachment, a closed session of the Board shall meet within no less than five and no more than ten days in order to consider the removal of the board member for malfeasance, nonfeasance, or misfeasance in office.
- C. At the conclusion of the session, the impeached member may be removed by a two-thirds vote of those members of the Board present.
- D. If a removal is successful, the resulting vacancy will be filled in accordance with Article VIII of this constitution.

ARTICLE VIII: Vacancies

- A. If the position of President becomes vacant for any reason, the position will be filled by the Vice President; or, if that office is vacant, by the method described in Section B of this Article.
- B. If an Executive position other than the Presidency becomes vacant for any reason, the position will be filled by appointment by the President, with consensus or two-thirds approval of the Board members present and voting.
- C. The Board may choose to fill a vacancy of an Executive office temporarily while the procedures in Section B of this Article are being carried out. If so, the President, with the majority approval of the Board, will appoint a Board members to take on the responsibilities of the position until a permanent replacement is chosen.
  - 1. The temporary office holder is not eligible to run in an election, but is eligible for a permanent appointment.
  - 2. In no way shall this situation be construed to allow an individual to have more than a single vote.
  - 3. The temporary office holder has all the rights, duties, and privileges of a permanent holder of the office.
- D. If an elected position other than an Executive position becomes vacant for any reason, the position will be filled by one of the methods below, the decision of which shall be made by a majority vote of the Board.
  - 1. Election by the constituency from which the vacant seat in question is intended to be elected; or
  - 2. Appointment by the President, with consensus or two-thirds approval of the Board members present and voting.
- E. Those individuals chosen to fill a vacancy, either by the Board or by the President, must meet the same requirements that would have been necessary to be elected into the position they are chosen to fill.
- F. The procedures included in this Article shall be used to fill any vacancies existing if an election fails to fill all open Board seats.

ARTICLE IX: Initiatives

- A. Any SBA member may petition the Board to adopt or rescind legislation by presenting to the Board a petition signed by no less than one hundred SBA members.
- B. Upon receipt of such petition, the Board shall perform one of the following two actions:

1. Immediately comply with the petitioned for action by taking the necessary vote. If the vote results in the petitioned for outcome, the requested action shall take effect. If the vote does not result in the petitioned for outcome, then the Board shall take action in compliance with the following Subsection 2.
  2. Hold a referendum, in compliance with the Election Code, to be held not less than five and no more than ten days following the presentation of the petition to the Board.
- C. The SBA shall be bound by the results of any referendum, provided that at least one-third of the SBA membership shall have voted in such a referendum. Failure to meet the one-third threshold shall result in the failure of the initiative.

ARTICLE X:           Balanced Budget and Fiscal Responsibility

The SBA shall maintain a balanced budget. To achieve this mandate, the SBA Board shall operate in accordance with the established procedures outlined in the Bylaws for submission and approval of the Board's budget.

ARTICLE XI:         Bylaws

- A. The Bylaws (including all its Appendices) may be amended by a two-thirds vote of the Board members present.
- B. This Constitution shall take precedence over all Bylaws of the SBA, and shall be interpreted as invalidating any Bylaws which are not consistent with this Constitution.

ARTICLE XII:        Amendments to the Constitution

- A. This Constitution may be amended by only two methods, described below.
- B. Amendments may be proposed by initiative of the SBA.
  1. Any SBA member may present the Board with a petition signed by no less than twenty-five percent of the SBA.
  2. An amendment proposed by initiative need not be approved by the Board, and shall be submitted directly to the SBA for ratification, as provided for in Section D of this Article.
- C. Amendments may be proposed directly by the Board.
  1. Public notice, in a conspicuous place and in the WRIT, must be given at least one week in advance of a Board vote on amending this Constitution.
  2. Such proposed amendments shall require the approval by a two-thirds vote of the Board members present, at which point they shall be submitted to the SBA for ratification, as provided for in Section D of this Article.

- D. Within five days after an amendment has been proposed by initiative or approved by the Board, a public forum shall be held to voice the arguments and concerns of the student body.
- E. Any amendment to this Constitution, whether approved by the Board or proposed by initiative, shall be subject to ratification by the membership of the SBA.
  - 1. A ratification referendum, held in compliance with the Election Code, shall be held not less than five and no more than ten days following approval by the Board or presentation of an amendment initiative by a member of the SBA to the Board.
  - 2. A simple majority of all SBA members voting shall be required for ratification.
  - 3. No amendment shall be considered ratified unless at least one-third of the SBA shall have voted in such a referendum.
- F. The President or the Board (by a two third majority vote) may create an additional particular position as deemed necessary. When creating a position, a specific purpose and relevant activities and responsibilities should be outlined.

ARTICLE XIII: Ratification

This Constitution and its Bylaws may be ratified by a majority vote of SBA members voting in an election called for that purpose.

**Revision dates:**

Summer 2011  
 August 2012  
 October 2013  
 April 2014  
 October 2014  
 March 2016  
 August 2017  
 May 2018

**§7.5 STUDENT BAR ASSOCIATION BY-LAWS**

ARTICLE I: Purpose

The purpose of these Bylaws is to provide a specific and efficient outline of procedure and basic organization, in keeping with the general provisions of the SBA Constitution.

ARTICLE II: Meetings

- A. The Procedure of the SBA Board shall be governed by the following sources, in order of descending precedence:
  - 1. The SBA Constitution
  - 2. The SBA Bylaws



3. The Appendices of the SBA Bylaws
4. The Executive-approved edition of *Robert's Rules of Order*
5. General parliamentary procedure

#### B. Chair

1. The President has primary control of the proceedings of the Board and will act as Chair in all sessions, unless otherwise provided for in the SBA's governing documents.
2. The Chair shall retain the right to make dilatory rulings on statements and topics of discussion.
  - a. Motions, statements, or topics of discussion that are blatantly used to create confusion, stall the meeting, or block the progress of the body in its work are subject to a ruling of dilatory by the Chair.
  - b. This ruling means that the motion, statement, or topic is considered out of order, and as if it had not been brought to the table.
  - c. A dilatory ruling by the Chair may not be overruled.
3. In the absence of the Chair, the Constitution shall be consulted to select a chair for the meeting.

#### C. Quorum

1. A majority of the SBA Board shall constitute a quorum. No business can be conducted unless quorum is present. In the absence of a quorum, only four actions can be legally taken: to fix the time at which to adjourn, adjourn, recess, or take measures to obtain a quorum.
2. The Chair shall rule on the presence of a quorum, and such a ruling may not be appealed absent a clear and incontrovertible tabulation error.

#### D. The Agenda

1. The Agenda for a normal meeting of the Board must include the following:
  - a. Call to Order
  - b. Roll Call
  - c. President's Message
  - d. Minutes Amendment/Approval
  - e. Student Organization Requests/Legislation
  - f. Public Voice
  - g. Executive Reports
    - i. President's Report
    - ii. Vice President's Report
    - iii. Secretary's Report
    - iv. Treasurer's Report
    - v. Parliamentarian's Report
  - h. Chair Reports
    - i. Events Chair's Report

- ii. Academic Chair's Report
- iii. Student Affairs Chair's Report
- iv. Alumni Chair's Report
- v. ABA/LSD Chair's Report
- i. Miscellaneous Business
- j. Announcements/Important Dates
- k. Adjournment

2. At the discretion of the President, a call for additions to the agenda may be given at the beginning of a meeting. Additions to the agenda shall be added to the Miscellaneous Business section.
3. A copy of the Agenda should be distributed, either physically or in digital form, to all Board members prior to each meeting.

#### E. Procedural Points

1. Procedural points are interruptions in the meeting to change or question the conduct of the meeting. To raise such a point, a member may interrupt the current speaker, however this should only be done when absolutely necessary. Otherwise, a member may follow the normal procedure for motions.
2. The procedural point of right of reply shall only be granted if there has been an extraordinary comment bearing on the dignity of a member as an individual.
  - a. Right of reply shall not be used in order to gain the floor for response during discussion when not recognized by the Chair.
  - b. Right of reply is granted at the discretion of the Chair, and may not be debated or appealed.
3. The procedural point of point of order is an objection to the method in which the Board is proceeding.
  - a. Point of order is not debatable and may not be put to a vote.
  - b. The Parliamentarian must rule immediately on the point of order.
  - c. The ruling of the Parliamentarian may be appealed, and the appeal shall be put to an immediate vote.
  - d. A majority vote of the members present and voting is required to overrule the Parliamentarian's decision
  - e. This motion may not be used to bypass or amend the rules of procedure, nor any rule contained in the governing documents of the Board. Rather, a vote to overrule the Parliamentarian's decision should only be used where the Parliamentarian has clearly misunderstood or misconstrued the method of business.
4. The procedural point of point of personal privilege is a request concerning the immediate meeting environment. This motion may not be debated or appealed.

#### F. Procedural Motions

1. Procedural motions are motions that change the conduct and/or order of business during a meeting. To make such a motion, a member shall raise his/her hand and, when recognized, state the title of the motion desired, consideration of which requires a second.
2. Amendment of the Agenda
  - a. A motion to amend the agenda is in order at any time during the meeting.
  - b. When making such a motion, a member should be specific about which sections of the Agenda are in question, and, if moving said sections, where specifically in the Agenda they are to be moved to.
  - c. A motion to amend the Agenda may also be used to strike sections of the Agenda from the meeting.
  - d. A motion to amend the Agenda may also be used to add sections to the Agenda of a meeting. Such a motion requires a two-thirds majority of those members present and voting.
3. Closed Session
  - a. Unless absolutely necessary, all meetings of the Board should be conducted in an open and public setting. If, however, a significant majority of the Board's members believe that the subject matter to be discussed in a particular session of deliberation requires a modicum of privacy, the meeting can be converted into a Private Session for the duration of that deliberation.
  - b. A motion to close the meeting requires a second, and must be approved by no less than a simple majority of the Board members present. A motion to reopen the meeting has the same requirements.
  - c. During the closed session, no minutes shall be taken. The only notations in the minutes of the Board concerning the closed session shall be the time at which the session was closed and the time at which it was reopened.
  - d. Breach of confidence of a closed session shall be an Honor Code violation, and may result in possible impeachment and removal, in accordance with the Constitution.
4. Private Session
  - a. Unless absolutely necessary, all meetings of the Board should be conducted in an open and public setting. If, however, a significant majority of the Board's members believe that the subject-matter to be discussed in a particular session of deliberation requires a modicum of privacy, the meeting can be converted into a Private Session for the duration of that deliberation.
  - b. A motion to move the meeting into Private Session requires a second, and must be approved by no less than a three-fourth majority of the Board members present. A motion to reopen the meeting requires a second, and must be approved by no less than a simple majority of the Board members present and voting.

- c. A Private Session shall include in the Board room only members of the SBA Board and, at the decision of the moving member (and if applicable), the SBA Board's faculty and administrative advisors. All other individuals in the room at the time of the motion shall be asked to leave the room, and may return after the meeting has been reopened.
- d. During the Private Session minutes shall continue to be taken. However, statements shall not be attributed to any Board member. Notations in the minutes of the Board concerning the Private Session shall also include the time at which the session was converted and the time at which it was reopened.
- e. Breach of anonymity of a Private Session (except by the individual responsible for the statements) shall be an Honor Code violation, and may result in possible impeachment and removal, in accordance with the Constitution.

## 5. Adjournment

- a. A motion to adjourn is the last motion to be considered by the body. It terminates its activities for that particular session, and as such is in order only after all business for that meeting (as put forth on the Agenda) has been concluded, or when a quorum is not present.
- b. A motion to adjourn made at any other time during a meeting is not in order, and shall not be entertained.

## ARTICLE III: Consideration of Legislation

- A. A bill may be introduced by any member of the Board, or by any member of the SBA with the sponsorship of any member of the Board. It must be submitted in writing to the Secretary at least forty-eight hours before the next meeting of the Board.
  - 1. Upon receiving the proposed legislation, the Secretary shall assign the bill a number, date, and title.
  - 2. The Secretary shall also notify the President, who will call a meeting of the Executive prior to the Board's next meeting to allow for the Executive to review the bill.
  - 3. At the first Board meeting after submission of the bill, the Secretary shall place the bill on the Agenda under "Student Organization Requests/Legislation."
- B. At the Board meeting, at the appropriate time on the Agenda, the bill shall be read (the First Reading) and the floor shall be open for discussion of the bill and its proposed effects. After discussion has been closed, the Board shall have the following options:
  - 1. The Board may refer the bill to committee. This requires only a simple majority vote. The committee shall discuss the bill and compile a report to be given at the next Board meeting. The bill is again placed under "Student Organization Requests/Legislation" on the Agenda, and the committee report shall be given during the discussion on the bill at the next Board meeting. At its second meeting of consideration, the bill must be tabled or voted on, following the procedures outlined in Article IV of these Bylaws.

2. The Board may table the bill. This requires only a simple majority vote. If the Board chooses to table the bill, it shall state a specific period of time for which it shall be tabled, and the bill will again be placed under “Student Organization Requests/Legislation” on the Agenda for the appropriate meeting. At its next meeting of consideration, the bill must be tabled or voted on, following the procedures outlined in Article IV of these Bylaws.
3. The Board may choose to vote immediately on the bill. If this is the case, it shall follow the procedures outlined in Article IV of these Bylaws.

## ARTICLE IV: Voting

### A. Voting Procedures

1. When a bill is brought before the Board for a vote, it shall be read (the Second Reading).
2. All bills and motions brought before the Board are subject to amendment. An amendment is passed by a simple majority, and will be immediately added to a designated place on the bill or motion.
  - a. Amendments suggested by a committee to which a bill has been referred shall be considered first, and then amendments from the floor.
  - b. A friendly amendment shall not be an amendment that changes the meaning of the bill or motion. Friendly amendments do not require a vote of the Board. Friendly amendments may be added to the bill or motion with a simple motion to the Chair and the approval of all charter sponsors of the bill, or with the approval of the original motioning Board member.
3. After the consideration of all amendments has concluded, a bill shall be read a final time (the Third Reading). Unless amendments have been adopted, the Third Reading shall be by title only.
4. If a motion passes, it shall take effect immediately, unless otherwise required by the language of the motion.
5. If a bill passes, it shall be printed, signed by the Secretary and Parliamentarian, and sent to the President for signature.
  - a. After the passage of a bill through the Board, the President will either sign or veto the bill. The signing of the bill passes it into effect, and a veto send it back to the Board.
  - b. If the President does not sign the bill within seven calendar days, the bill automatically takes effect.
  - c. If the President vetoes the bill, it is automatically placed on the Agenda for the next meeting under “Student Organization Requests/Legislation”, when it can be put into effect pursuant to a two-thirds vote of those Board members present.
6. After the President’s signature, or a veto override by the Board, a copy of the bill shall be filed for the Board’s records.

## B. Voting Rules

1. The Parliamentarian shall control the voting process.
2. All Board members shall vote or abstain.
3. A Board member must be present to vote.
4. Votes may be changed if the request is made prior to the announcement of the result of the vote.
5. Unless otherwise necessary under the governing documents of the Board, all bills and motions shall require a simple majority of those Board members present and voting to pass. A simple majority is defined as 50% +1 of all members present and voting.
6. Unless otherwise stated, all votes shall be by the stated majority of those members present and voting.
7. After the motion to vote has been made, no member shall interrupt the voting, except on a point of order in connection with the actual conduct of the vote. No other motions are in order at this time.

## C. Voting Methods

1. The following methods of voting may be used in this descending order:
  - a. Consensus
  - b. Show of hands
  - c. Secret ballot
  - d. Roll call
  - e. Any other method deemed necessary and appropriate by the Parliamentarian.
2. The Parliamentarian may obtain approval by using consensus only if there is no objection stated. If an objection is stated, then at least a show of hands must be used.
3. Any member may request a secret ballot or a roll call vote. In the case both have been requested, a secret ballot shall have precedence in order to protect the integrity of the vote.
4. The Secretary shall, in the minutes, make note of the results of the vote, including numbers on each side, after the Parliamentarian has announced the results.

## ARTICLE V: Committees

- A. Per the Constitution, the President shall appoint the chairpersons of all internal committees of the Board.
- B. Each Representative shall choose one committee on which to serve. In the event requested membership of a committee is disproportionate, the Vice President shall reserve the right to reassign Representatives to other committees.

- C. Each committee chair shall be responsible for the activities under their respective committee's purview.
- D. At the discretion of the Executive, the Chair of any committee may be expanded to Co-Chairs.
- E. Committee Activities and Responsibilities
  - 1. The Events Committee shall be responsible for all events that are hosted or co-sponsored by the SBA. These shall include, but are not limited to:
    - a. Back to School night (Fall and Spring)
    - b. Chapman En Bancs (periodic)
    - c. Barrister's Ball (Spring)
    - d. Bar Reviews (periodic)
  - 2. The Academic Affairs Committee shall be responsible for working with the Administration to ensure a fair and positive learning environment at the law school. Activities this committee shall be responsible for include, but are not limited to:
    - a. Attending Faculty Curriculum and Academic Standards Committee Meetings (periodic)
    - b. Organizing Dean's Forums (periodic)
    - c. Establishing/continuing an academic support program (year-round)
    - d. Assessing the efficacy of proposed class schedules proffered by the administration (periodic)
  - 3. The Student and Alumni Affairs Committee shall be responsible for rectifying any issues affecting students not under the purview of the Academic Affairs Committee, including facilities issues. Additionally, this Committee shall be responsible for serving as a liaison between the SBA and the Law School's alumni, keeping them abreast of the Law School's achievements and future events that provide networking opportunities for current students to interact with alumni. Additional activities that the Committee shall (as required by the Law School Administration) be responsible for include, but are not limited to:
    - a. Orientation (Fall)
    - b. Big Sibling Program (Fall)
    - c. Oversight of Mentor Program (Fall)
    - d. Assisting Admissions in organizing student involvement of Open Houses (periodic)
    - e. Organizing student events, such as Wellness Week, Student Appreciation Week, or Diversity Week (periodic)
    - f. An alumni networking event, such as a sporting event (Spring)
    - g. Graduation (Spring)

- F. The Vice President shall determine which committee shall be responsible for activities not named in section D as they arise.
- G. Each committee shall:
  - 1. Be responsible for recruiting students at large to join their committee.
  - 2. Establish a weekly meeting time, determined by the members of the committee. Time, day, and location shall be submitted to the Vice President and posted in the Student Lounge and outside the SBA Office.
  - 3. Keep records of their initiative, activities, ideas, concerns, progress, etc. These records shall be maintained by the committee chair (or a designated member) and shall be submitted to the Vice President at the end of an Executive term. The chair shall also keep track of attendance.
- H. Each committee member shall report to his or her respective committee chairs. Each committee chair shall report to the Vice President no less frequently than once per week.
- I. The Vice President shall be the ultimate arbiter of disputes arising between members of a committee and their chair, or between committees.
- J. The President or the Board (by a majority vote) may create an ad hoc committee as deemed necessary. When creating a committee, a specific purpose and relevant activities and responsibilities should be outlined.

ARTICLE VI: Attendance

- A. Per the Constitution, the Secretary shall maintain accurate attendance records and is responsible for ensure compliance as prescribed in the Bylaws.
- B. Board members must attend sixty percent (60%) of all required events. Required events include both meetings and mandatory special events. Prolonged absences due to extenuating circumstances, will require a private meeting with either the Executive or SBA's Faculty Advisor to determine what course of action will appropriately compensate for the absences. Mandatory events for each semester shall be designated by the Executive prior to the start of a semester.
- C. Members may make up an absence through any of one of the following methods, this list is not intended to be exhaustive
  - 1. Volunteering for:
    - a. additional tabling,
    - b. ticket sales,
    - c. event check-in responsibilities,
    - d. fridge cleaning,
    - e. or any other method as designated by the Executive.



- D. Whether an absence shall be considered excused or unexcused is at the discretion of the Secretary, with the advice of the Executive. This determination may be appealed to the Board, and may be overturned by a two-thirds, secret ballot vote of those members present and voting. As guidance: an excused absence shall generally have included notice and a legitimate reason for the absence; an unexcused absence shall generally have included a lack of notice.
- E. Members shall receive a written warning when they are one absence away from their semester or overall limit.
- F. If any member of the Board exceeds the allowable amount of absences in a single semester, a Personnel Issue shall be placed on the Agenda for the following Board meeting and the Secretary shall inform the member that their removal shall be a topic of discussion at the next meeting. In a closed session, the member (if present) shall be told that he or she shall be automatically removed from office, unless able to garner a three-fourths vote of those members present. Any vacancy shall be filled pursuant to the procedures outlined in the Constitution.

ARTICLE VII:           The ABA/LSD Representative

The American Bar Association Law Student Division (ABA/LSD) Representative shall be a member of the Board. He or she shall be appointed by the President, with the confirmation of two-thirds of those members present and voting, and shall serve as the liaison between the ABA/LSD and the Board.

ARTICLE VIII:         Budgets and Financial Statements

- A. Per the Constitution, the Treasurer shall facilitate the preparation and presentation of an annual SBA Budget. This budget shall be prepared, in cooperation with the Executive, and presented to the Board for approval (by a two-thirds majority) no later than the first meeting of the Fall semester. The Treasurer shall provide the approved budget upon request of any member of the SBA or Law School administration.
- B. The SBA Budget shall be the projected spending of the Board (specifically denoted) of the entire academic year. It should include a large allotment to anticipate large student organization programming. It shall include the allocation of budgets to student organizations, pursuant to the Student Organization Code. It shall also include a proposed Executive Budget, to be granted in a lump sum, but specifically projected and denoted, for the use of the Executive for Board purposes and necessities as they arise.
- C. Per the Constitution, the Treasurer shall also prepare financial statements at the end of each semester. These statements shall reflect all spending and funding by the Board, and shall be posted in both the Student Lounge and outside the SBA Office.

ARTICLE IX:           SBA Fee Increase

- A. No later than March 1 each year, the Treasurer, after consultation with the Executive, shall report to the administration and the business office what the SBA Fee shall be, beginning in September of current year.
- B. The annual increase of student fees shall be proposed by the Executive, and approved by a two-thirds majority of those Board members present and voting. When calculating the proposed increase, the Executive may take into consideration increases in student enrollment, tuition fees, and the general state of the economy, as well as any other factors the Executive deems relevant to the decision.
- C. The amount of increase shall not exceed 5% of the previous SBA fee. At no time shall the SBA fee be less than it was for the prior year. None of the wording in this Article shall be construed to require or suggest that the SBA fee be increased at the maximum amount each year.

ARTICLE X:           Suspension of Rules

The Board may suspend any rule in its governing documents, excepting the Constitution, if and only if the rule specifically allows for its suspension. Unless otherwise noted, this shall require a two-thirds majority of those Board members present and voting.

ARTICLE XI:         Amendment

- A. A Board member may propose an amendment to these Bylaws at any regular meeting, or at a special meeting called for that purpose, requiring both a second and a third before consideration.
- B. The full text of the proposed Bylaws must be made available to all Board members prior to the final vote on adoption of the proposed Bylaws.
- C. Bylaws shall be adopted pursuant to a two-thirds vote of those Board members present.

APPENDIX I         SBA Funding Code

APPENDIX II        SBA Election Code

APPENDIX III       SBA Student Organizations Code

**Revision dates:**

Summer 2011  
 February 2012  
 October 2013  
 October 2014  
 March 2016  
 August 2017  
 May 2018

**§7.5.1            Appendix I: Student Bar Association Funding Code**

**ARTICLE I:            Definitions**

- A. “Organization” shall refer to all clubs, societies, and student associations as recognized by the SBA Board according to the Student Organizations Code (SOC).
- B. “Request” shall refer to any request for funding from the Board by an eligible organization.
- C. “Funding” shall refer to funds allocated by the Board.
- D. “Event” shall refer to any program or event being held by an organization and for which a request is or has been made.

**ARTICLE II:            Eligibility**

- A. To be eligible for funding from the Board, organizations must be officially recognized and in good standing with the Board, pursuant to the SOC.
- B. Funding will only be considered for events that are open to all members of the SBA, unless decided upon by the Board based on benefit to the Law School and the SBA.
- C. Each organization receives a budget at the beginning of the academic year (or upon first receiving recognition of the Board pursuant to the SOC, if possible). Organizations should deplete said budget prior to requesting additional funding from the Board, unless absolutely necessary.

**ARTICLE III:            General Rules**

- A. Requests should be made as soon as possible, and must always be made prior to the event’s occurrence. No funding shall be allowed when requested after the event has occurred, except by unanimous consent of the Board members present.
- B. Organizations must post publicity for events in public and conspicuous locations throughout the Law School.
- C. It is the responsibility of the Organization submitting the request to inform the Treasurer of a change in date or location from the original request. Failure to notify may result in a loss of funding or reimbursement.
- D. Any organization, or representative thereof, that willfully submits fraudulent documentation shall be denied SBA funds for the remainder of the academic year and shall be referred to the Honor Board.

- E. Depending on the funds available, the SBA Board may attempt to allocate enough money to eliminate the need for an entrance or participation fee. Any funds raised from such fees must be returned to the Board, unless specifically stipulated in the approval of funding. The amount of such fees must be stipulated in advance of the event.
- F. Organizations are encouraged to fundraise or find other sources of funding.
- G. Any request requires that a representative of the organization be present at the meeting at which it is to be considered.

ARTICLE IV:           Funding Procedure

- A. Prior to the meeting at which a funding request is to be considered, the organization shall submit the request to the Treasurer in writing. A request shall consist of a description of the event and a projected itemized costs list. The item shall then be added to the Agenda by the Secretary, under “Student Organization Requests/Legislation.”
- B. At the appropriate time in the meeting, the organization’s representative shall be given no more than ten minutes (unless extended at the discretion of the President) to present the request to the Board. After such presentation, the representative must be prepared to answer questions from the Board regarding the request.
- C. After discussion, the Board may table the request until a later time or vote on the request.
  - 1. The Board may vote to approve, in full, the requested amount.
  - 2. The Board may also vote to approve a lower or higher amount than requested by the organization.
  - 3. The Board may also vote to approve \$0 – voting not to fund the event at all.
- D. Funding requests may be approved by a simple majority of those Board members present and voting.
- E. All decisions for approval of funding by the Board are final, unless reconsidered by a two-thirds vote of the Board members present.
- F. All funding shall remain in the Board’s General Fund until they are needed to pay for an event. All funding shall be by reimbursement, unless absolutely necessary as decided by the Executive.
- G. A request for reimbursement must be made within three weeks after an event’s scheduled date, and must be made using the original receipts. If such a request is made after that time, absent exigent circumstances as decided at the discretion of the Treasurer, the Board shall assume that the event either did not occur or occurred without the need of funding, and the funds shall be reallocated as deemed necessary or released back into the SBA General Fund.

- H. Organizations may not reallocate the approved funding to other events without the explicit written approval of the Treasurer and the President. Such action shall result in a lack of reimbursement.

ARTICLE V: Accounts

- A. The SBA shall have, at all times possible, no less than two accounts: the General Fund and the Reserve Account.
- B. The General Fund shall consist of the SBA Fees collected in a particular academic year. This account shall be the primary fund out of which the Board and SBA operate throughout the year. The SBA Budget, as prepared and proposed by the Treasurer, shall consist only of this account.
- C. The purpose Reserve Account is to accumulate monies for potential future projects or necessities of the SBA. The funds in the Reserve Account may, from time to time, be designated for use by the Board in funding events and activities not anticipated when the SBA Budget was established. Such expenditures must be approved by a two-thirds majority.
- D. At the beginning of each academic year, the balance of the previous academic year's General Fund shall be transferred into the Reserve Account.

**§7.5.2 Appendix II: Student Bar Association Election Code**

ARTICLE I: Election Coordinator

- E. Unless running for election, the Vice President shall be the Election Coordinator.
- F. In the event that the Vice President is a candidate in the election, the President shall appoint a current third-year representative as an Election Coordinator.

ARTICLE II: Eligibility

- D. Candidates must satisfy the eligibility conditions specified in the SBA Constitution.
- E. Candidates must submit a Nominating Petition to the Election Coordinator, which shall include:
  - 1. The candidate's name, email, phone number, current class year, and track number (for 1L candidates only).
  - 2. A petition with five nominating signatures of full-time Law School students. For 1L and rising 2L candidates, the five signatures must come from students in the candidate's track.

3. A personal statement explaining why the candidate is running for office. The personal statement shall be on plain white paper, no longer than one 8.5 inch by 11 inch page, with font size no larger than 14 point, and consisting only of text. The personal statement shall be posted by the Election Coordinator in a conspicuous place for SBA members to read and inform themselves on candidates for the Board.
- F. The deadline for submission of Nominating Petitions shall be at least five days prior to the commencement of elections.

ARTICLE III:            Campaigning

- H. No SBA election campaigning shall be allowed, including but not limited to the following: announcements of candidacy, posters, election material, solicitation of votes via electronic means, any other campaign materials, etc. Any candidate may remind classmates to vote on Election Day or discuss campaign platforms.
- I. The required statements of interest shall be posted in a conspicuous place during the entire time from when received by the Election Coordinator until elections are completed.
- J. Candidates shall be required to comport with the regulations provided in this Code, by the Elections Coordinators, and in the Honor Code.

ARTICLE IV:            Scheduling of Elections

- A. All elections, except for the election of the entering class, shall be held no later than the end of the first full week of school in April, on a day designated by the Election Coordinator and the Executive.
- B. The election of First-Year representatives shall be held no later than the end of the third week of the school year in September, on a day (or on days) designated by the Election Coordinator and the Executive.
- C. Notification of elections for first-year representatives shall be announced by the end of Orientation, or within the first week of classes in the Fall.

ARTICLE V:            Polling

- A. Because of the nature of class selection at the Law School, two types of elections shall be necessary: Track-based elections and At-Large elections.
- B. Track-based elections shall be used for election of 1L representatives in the Fall, and election of rising 2L representatives in the Spring.
- C. At-Large elections shall be used for the election of rising 3L and L.L.M. representatives.

- D. For all elections and referendums, the Election Coordinator shall obtain from the Registrar's Office the most up to date enrollment roster for use in verification of a student's enrollment status.
1. Every SBA member is entitled to vote upon presentation of a current Chapman ID or Government Issue ID, and verification of enrollment.
  2. If a student is not present on the enrollment roster, they may obtain verification from the Registrar's Office of their student status.
  3. When polling, each student, upon showing appropriate ID and receiving a ballot for voting, shall be marked off on the enrollment roster with either a highlighter or permanent marker.
- E. Voting shall be done by secret ballot. There shall be no absentee or proxy voting.
- F. Track-based elections
1. Track-based polling shall be conducted in a particular, track-wide enrolled class of the Election Coordinator's choosing. The class chosen shall be a class that is unique to each track; the same class shall be used in all tracks.
  2. ID cards and enrollment rosters, in compliance with section D of this article, shall still be required during track-based elections.
  3. Polling in track-based elections shall be done in only one session per track, preferably with all tracks voting on the same day.
- G. At-Large elections
1. At-large polling shall be conducted by the Election Coordinator, with the assistance of members of the Board, in the Lobby of the Law School.
  2. Polling shall take place during the lunch hour, over two consecutive days, for at least one hour each day. At least two Board members or pollsters (pre-approved by the Election Coordinator) shall be present for the entire time allocated for voting.
  3. ID cards and enrollment rosters (specific to each class-year), in compliance with section D of this article, shall be required.
  4. Completed ballots shall be deposited in a locked ballot box at the polling table. At the end of each polling day, the box shall be taken to the SBA Office, to be held until the next polling day. The keys to the ballot box shall be held only by the Election Coordinator and the President.
- H. All polling shall be by secret ballot.
- I. No person who is deemed by the poll worker to have already voted in the elections shall be given a ballot.

ARTICLE VI:           The Ballot

- A. Each ballot shall be labeled according to Class-Year and Track when applicable. Each ballot shall also be labeled with the month, date, and year of the election, so as to differentiate from previous and future ballots.
- B. The ballot will list all qualified candidates who applied for the position for which they are running, so long as they have complied with all necessary requirements.
- C. The ballot will have a checkbox next to each candidate's name, indicating that a mark in the box is a vote in favor of that candidate.
- D. The ballot shall clearly state the maximum votes each voter shall have on the ballot.
- E. When possible, different colored paper shall be used for each different constituency.

ARTICLE VII: Counting the Votes

- A. The counting of the votes shall be done by the Election Coordinator and the Executive, or by individual members of the Board chosen by the Election Coordinator and the Executive. At least two individuals, including the Election Coordinator, must be present for the counting of votes. Whenever possible, the Parliamentarian shall be present at the vote count to ensure a fair process and that all procedures are followed.
- B. All penalties for violations must be decided before the counting begins.
- C. Dummied ballots, such as voting for an ineligible or fake candidate, shall be considered an illegal ballot and no votes on the dummied ballot shall be counted toward the total votes cast.
- D. The Counting Process
  - 1. The counters shall first account for all the students who voted in the election (separated by Class or Track, whenever applicable) by counting the voters from the enrollment rosters that were kept at the polls. A total shall be made for each class or track (when applicable), and then a total number voters overall.
  - 2. The counters shall count the number of ballots cast to determine that the number of voters coincides with the number of ballots.
  - 3. The ballots must be counted at least twice, by two separate counters, to ensure consistency in the counting. It is recommended that the ballots be equally divided among the counters present. Each counter should number their group of ballots to keep them separate, preferably by a relevant grouping.
  - 4. Counters shall then switch their group of ballots with another, tally those votes, and compare the counts to determine the votes cast (for consistency).
  - 5. If there is a discrepancy between tallies for a group of ballots, the ballots shall be counted again. If the discrepancy cannot be resolved after another count, and the discrepancy does not affect the outcome of the election, then the Election Coordinator may determine which count is most accurate and shall be considered the official tally.



E. Calling the Election

1. The winner of an election shall be the candidate that receives the highest percentage of votes.
2. A single vote, if adequately verified by the Election Coordinator and the Parliamentarian, shall be enough to call the election.

F. Ballots from any election shall be held, sealed and in a secure location, for at least one calendar year following an election.

ARTICLE VIII: Run-Off Elections

- A. A run-off election shall be required if a counting discrepancy cannot be resolved and where the count is too close to call a clear winner, or there is an exact tie.
- B. A run-off election shall be held within one week of the counting of ballots for the initial election. The ballot will contain the words "Run-Off Election" and shall otherwise conform to the requirements of the ballot form as described in Article VI of this Election Code.

ARTICLE IX: Announcing of the Results

- A. The announced results of an election shall consist of the names(s) of the winning candidates only, as well as the total number of votes cast in the election and the percentage number of votes of the entire SBA. The number of votes for each candidate shall not be made known at any time.
- B. Results shall be posted in a conspicuous place, as well as outside the SBA Office, and shall digitally announced to the entire SBA, preferably in the WRIT.

ARTICLE X: Recount

- A. A recount will be held if a petition, signed by at least ten percent of the particular constituency from which the officer was elected.
- B. The Board reserves the right to hold a recount if three-fourths of the members present at a meeting in which a motion for a recount election is made have reason to question the results.
- C. The results of a recount shall be final. There can only be one recount.
- D. Recounts shall be conducted within one week of when the election results are announced.

- E. Excepting those members who are running in the election, all members of the Executive must be present at the recount.

ARTICLE XI: Recall Elections

- A. A recall election may be initiated by the procedures outlined in the Constitution.
- B. A recall election shall be held in accordance with either track-based election or at-large election procedures, depending on the constituency from which the officer or representative has been elected.
- C. A recall election shall be held within one week of the presentation of the Petition to Institute Recall to the Board. The ballot will contain the words “Recall Election” and shall otherwise conform to the requirements of the ballot form as described in Article VI of this Election Code.
- D. In accordance with the Constitution, a recall election shall be considered successful (resulting in the removal of the member in question) if the recall election results are at least two-thirds in favor of recall. Any recall election shall require at least twenty-five percent of the constituency from which the member was elected to have participated in the recall election.

ARTICLE XII: Referendums

- A. A referendum may be initiated by the procedures outlined in the Constitution.
- B. A referendum shall be held in accordance with at-large election procedures.
- C. A referendum shall be held within one week of the presentation of the petition to the Board, should the Board decide to hold a referendum.
- D. The ballot will be titled as necessary for voters to understand what the referendum calls for, and (if possible) shall contain the entire language of the petitioned for action, and shall otherwise conform to the requirements of the ballot form as described in Article VI of this Election Code. If it is not possible for the referendum to include the entire language of the petitioned-for action, then the language of the petition shall be provided at the polling table.
- E. In accordance with the Constitution, a referendum shall be considered successful if the polling results are a simple majority in favor. Any referendum shall require at least one-third of the SBA to have participated; failure to meet this threshold shall result in favor of the referendum.

ARTICLE XIII: Executive Board Elections

- A. Members of the incoming Board shall elect the officers of the incoming Executive at the first meeting of the Board following election. L.L.M. representatives shall be considered members of the incoming Board for purposes of electing the officers of the incoming Executive. The first meeting shall take place no later than two weeks after the Board's elections.
- B. The outgoing President shall call for nominations for the incoming President. The outgoing President shall accept all nominations made and seconded by members of the incoming Board for nominees who satisfy the requirements set forth in the Constitution and Bylaws.
- C. Once the outgoing President has accepted all nominations, he or she shall provide each nominee no less than five and no more than ten minutes in which to address the incoming Board.
  - 1. Nominees shall be sent out of the Board room and allowed in one at a time for short speeches and questioning.
  - 2. Nominees may use the entire time allotted, but are not mandated to do so.
  - 3. There shall be a reasonable amount of time allotted for Board members to ask questions of each nominee, and for the nominee to respond.
- D. All nominees shall be directed to leave the room during the vote.
- E. The outgoing President shall then call for a vote among the remaining incoming Board. Each member shall cast a single vote by secret ballot.
- F. The Election Coordinator, the outgoing Parliamentarian, and the outgoing President (except when any of those officers are a nominee) shall count the votes. In the event that all officers are nominees, the two highest-ranking returning members of the Board shall tally the votes.
- G. A winner shall be declared by a plurality of those Board members present and voting. The numerical results of all elections shall be confidential.
- H. In the event of a tie between two or more nominees for incoming President, a tie-breaking vote shall be held immediately. In the event that that vote results in another tie, the outgoing President shall immediately adjourn the meeting and the Election Coordinator shall establish a school-wide meeting for election of the President.
  - 1. No more than five days following the adjourned meeting, an Election Meeting shall be held at which the entire SBA shall be invited to attend.
  - 2. Each of the tying nominees shall have no less than ten minutes to address the SBA, followed by an adequate amount of time for questions at the discretion of the Election Coordinator.
  - 3. Using an up-to-date enrollment roster including all currently enrolled and returning students for the following school year, a vote for President shall be held during the Election Meeting.
  - 4. Each attending and eligible student (according to the enrollment rosters) shall have one vote.

5. The ballots shall be counted pursuant to this article.
  6. A winner shall be declared by a plurality of clear, eligible, non-dummied ballots.
- I. Once the incoming President has been elected, he or she shall oversee the election of the remaining members of the Executive. The outgoing President shall be dismissed from the meeting, unless a returning member of the Board. Each outgoing Executive member shall remain in place until a replacement has been elected.
  - J. The President shall oversee the election of the remaining Executive positions through the process described in sections B through G of this Article. The order shall be Vice President, Secretary, Treasurer, and finally Parliamentarian.
    1. In the event of a tie of two or more nominees for any position, a run-off vote shall be immediately held. In the event that the vote remains tied after the run-off, the President shall remove their vote from the count. If this results in a plurality winner, the election shall be called. If this still results in a tie, another run-off shall be held with only the remaining tied nominees.

ARTICLE XIV: Vacancies

If, after the elections are concluded, there are any vacancies existing, the procedures for filling vacancies set out in the Constitution shall be used to fill all open Board seats.

ARTICLE XV: Penalties

Any violation of this Code, the regulations provided by the Elections Coordinator, or the Honor Code is cause for disqualification by the Executive, the decision of which is final.

**§7.5.3 Appendix III: Student Bar Association Student Organizations Code**

ARTICLE I: Recognition and its Process

- A. In order to receive funding and an annual budget from the SBA, a student organization or academic journal must be officially recognized by the Board.
- B. A student organization shall be recognized with a simple majority vote in favor of recognition. Such a vote may only occur after meeting the requirements in Article II of this Student Organizations Code (SOC).
- C. The Board may choose to remove recognition of an organization, for a lack of interest or for cause, by a three-quarters majority vote of those members present and voting.

ARTICLE II: Recognition Requirements

- A. Documents required of student organizations shall be filed with the Vice President, in conjunction with the Secretary.

- B. For those organizations who have previously been recognized by the Board, the following documents and requirements must be met at all times during the school year:
1. A constitution
  2. Bylaws
  3. A list of all Executive Board members for the organization, with current contact information
  4. An approved current faculty member or administrator as an advisor
  5. A membership open to all current Chapman University, Dale E. Fowler School of Law students
  6. A Petition to Continue SBA Recognition of Student Organization, including the signatures of no less than twenty-five continuing students who show interest in the organization
  7. If an organization is unable to obtain the required twenty-five signatures for continued recognition, but has shown due diligence to do so, then the organization can submit a Petition for Recognition to the Executive Board with the signatures obtained and upon a simply majority vote by the Executive Board of those members present and voting, the organization will only then be allowed to go before the entire Board and be put to a simple majority vote by those members present and voting in order to be recognized.
  8. A Legacy Binder containing instructions, pertinent documents, and other materials as deemed necessary to provide guidance to the next board.
- C. For those organizations who have not previously been recognized by the Board, the following documents and requirements must be met prior to a vote for recognition:
1. A Petition for Recognition, including the signatures of no less than thirty continuing students who show interest in the organization
  2. A constitution
  3. Bylaws
  4. A Purpose Statement that includes the primary purpose and goals for the new organization and how it will benefit the student body
  5. A Legacy Binder containing instructions, pertinent documents, and other materials as deemed necessary to provide guidance to the next board.
- D. At least once per School Year, any organization which is recognized by the Board and receives funding must host or co-sponsor at least one school-wide event. This event can be, but is not limited to: en bancs, bar reviews, and other academic or social events. If an organization fails to meet this requirement, then the organization will be placed on probation for the following school year, which includes a reduction of funds by the Board from \$500 to \$150 and public notification of this probationary period to the student body. (A club will no longer be on probation if it chooses during this probationary period to host 2 events, and all funds will then be restored for that academic school year.)
- E. At least once per Semester, any organization, which is recognized by the Board, and receives funding must have a general meeting of its membership.

- F. Recognition of academic journals shall be, in addition to requirements in sections B and C of this Article, contingent on recognition of that journal by the Law School's administration. Absent prior recognition by the Law School, the only recognition that the SBA can offer is that of a student organization.

ARTICLE III: Funding and its Requirements

- A. Each student organization shall receive an allocated amount (called a "line-item" budget) of no more than \$500 from the SBA's annual budget. They shall receive this at the beginning of the academic year, to be drawn upon throughout the academic year.
- B. An organization may request additional funds beyond their budget throughout the year by following the funding procedures set forth in the Funding Code.
- C. All organizations must utilize an attendance sign-in sheet for all events for which SBA funds were used.

ARTICLE IV: Council of Presidents

- A. The SBA Board recognizes that student organizations may, at times, require a forum for voicing opinions, suggestions, and complaints. The Council of Presidents shall serve as that forum.
- B. The Council of Presidents shall meet no less than four times in one academic year, at least two times in each semester (Fall and Spring).
- C. The Vice President shall serve as Co-Chair of the Council of Presidents along with an elected Speaker from the Council.
  - 1. The Council shall elect its Speaker at its first session for the year.
  - 2. The Speaker shall serve until the end of the academic year. The position of Speaker shall remain vacant throughout the summer.
- D. All student organizations are required to have a representative at all meetings of the Council of Presidents. It is preferable that the President (or otherwise-named chief executive) of the organization is the representative, but any member of the organization's Executive Board is sufficient to fulfill this obligation. Failure to meet this requirement may result in a loss of requested funding or, at the discretion of the Board, trigger sanctions under Article V of this SOC.
- E. The Council of Presidents shall only serve as a forum for discussions. It shall have no powers beyond recommendation powers. This is to say that it shall have no substantive power over its members nor over any other student groups.
  - 1. The Council of Presidents shall have the power to make a recommendation to the Board, through a simple majority of representatives present.
  - 2. The Board shall take that recommendation into consideration and treat it in the same manner as a student initiative, as described in the Constitution.

ARTICLE V: Failure to Comply

- F. Any organization not meeting all of the requirements the SOC shall have all funding and accounts frozen until such time as the requirements are met.
- G. Any organization which has its funding frozen under the SOC twice within twenty-four calendar months shall be subject to losing recognition by the Board.

ARTICLE VI: Honor Code Violations

- A. The Board hereby formally recognizes its responsibility to file Honor Code violation charges against any and all organization officers suspected of fiscal mismanagement and/or misappropriation of SBA funds.

**Revision dates:**

Summer 2011  
April 2012  
October 2013  
August 2017  
May 2018

## **§7.6 COMMITMENT TO SERVICE AWARD PROGRAM FOR PRO BONO LEGAL WORK**

### **§7.6.1 POLICY & REQUIREMENTS**

*"I don't know what your destiny will be, but the one thing I know; the only ones among you who will really be happy are those who will have sought and found how to serve..."*

-Albert Schweitzer, doctor, philosopher and Nobel Prize winner

#### **I. Purpose**

- a. Albert Schweitzer's quote speaks to one of society's greatest human values: to serve and empower those who are unable to do so for themselves. This sentiment has been echoed by many of the great humanitarians of our time.
- b. In an effort to acknowledge and encourage students to form a habit of providing pro bono legal services, Chapman University Fowler School of Law, in partnership with the Public Interest Law Foundation and Externship Program, has created the "Commitment to Service" award to recognize the public interest work of Chapman law students.
- c. The importance of using our law skills to provide for the underprivileged is articulated in ABA Rule 6.1, which states, "every lawyer has a professional responsibility to provide legal services to those unable to pay. A lawyer should aspire to render at least (50) hours of *pro bono publico* legal services per year."

#### **II. Criteria for Award**

- a. Students must complete 50 hours of pro bono legal service.
- b. Work may be completed at non-profit organizations or governmental entities other than courts.

- c. Students may complete hours at multiple locations.
- d. The award will be given annually during the Spring Semester. However hours will “roll over” to successive years until 50 hours are completed.
- e. Students will not receive hours for existing for-credit externships, clinic courses, or paid internships, but students may elect to complete extra hours at an appropriate externship/internship, with supervisor approval, to earn hours for the award.
- f. Summer pro bono legal hours will be credited for toward the award. Hours completed in the summer will be counted toward the following year’s award.
- g. The award will be administered by Chapman University Fowler School of Law, through the Externship Director, and with support from the Chapman chapter of the Public Interest Law Foundation.

### III. Paperwork Required

- a. Students must complete and sign a timesheet (available at <http://www.chapman.edu/law/externships/pro-bono-program.aspx>. or from the Externship Director), verifying that they have worked 50 hours.
- b. Multiple timesheets may be used.
- c. The timesheet must be signed by the supervisor(s) of their work.
- d. Additionally, students and supervisor may be asked to complete an evaluation/survey.

### IV. Pre-Approved Organizations

- a. Students should work with an organization from the pre-approved list compiled and updated by the Externship Director (available at <http://www.chapman.edu/law/externships/pro-bono-program.aspx>. or from the Externship Director).
- b. Students wishing to work with another organization or pro bono legal opportunity should seek pre-approval from Externship Director. If pre-approval is not sought, there is no guarantee that the hours a student works will be counted toward the award.

### V. Types of Awards

- a. Students who complete the majority of the 50 hours of *pro bono* legal work with an appropriate non-profit organization will be recognized for their work in *Public Interest*.
- b. Students who complete the majority of the 50 hours of *pro bono* legal work with an appropriate governmental entity will be recognized for their work in *Government Service*.

## §7.7 ABA STANDARD 310 COMPLAINT POLICY (May, 2017)

In 2014, the American Bar Association adopted the federal definition of a credit hour as required by the Department of Education. Pursuant to ABA Standard 310, a credit hour must reasonably approximate “not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per 15 weeks, or the equivalent amount of work over a different amount of time.” Academic activities such as field placement, clinical, and co- curricular courses must entail “at least an equivalent amount of work.” For purposes of this Standard, 50 minutes suffices for one



hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is 60 minutes. At a minimum, students must complete 42.5 hours for one unit of credit; 85 hours for two units of credit; 127.5 hours for three units of credit; and 170 hours for four (4) units of credit.

## **PART I: Revised Credit Hour Policy**

### **Credit Hour Requirements**

Under the Fowler School of Law's semester system, one credit hour is granted for 50 minutes of classroom or direct faculty instructional time per week, multiplied by 15, and at least 120 minutes of additional out-of-class student work each week, or an equivalent amount of work for other courses and activities, multiplied by 15. The standard course extends over a 14-week semester, followed by a two-week final examination period. Courses or other credit-bearing activities that occur over a different time period must incorporate the same total amount of instructional time and additional assigned work per credit hour as a standard course. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

J.D. credit is earned if a student receives a grade of 0.7 or above or a Pass/HiPass grade.

## **PART II: Determination of Credit Hours**

The Fowler School of Law maintains a 14-week semester followed by a two-week exam period. Summer term consists of a seven-week term followed by a one-week exam period. At a minimum, students must complete 42.5 hours for one unit of credit, 85 hours for two units of credit, 127.5 hours for three units of credit, and 170 hours for four units of credit.

1. Courses that require a written final exam (in class or take home) are scheduled for 50 minutes per credit hour multiplied by 14, regardless of the length of term. Instructors assign at least 120 minutes per credit hour, multiplied by 15, of out-of-class work for students to complete over the course of the term. All in-class final exams are scheduled for a minimum of 120 minutes and a maximum of 210 minutes. Take home examinations that are scheduled during an exam period shall be scheduled for a minimum of eight hours (480 minutes). Time dedicated to a final examination can count towards the total required hours of instructional time.

2. Legal Analysis, Writing, and Research I and II are scheduled for at least 45 minutes of classroom instruction or direct faculty instruction via individual conferences, multiplied by 12, and a minimum of 155 minutes of out-of-class work per credit hour per week, multiplied by 13, including research, completion of drafts of writing projects, and preparation for oral argument. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.

3. Courses not requiring a final exam (other than LAWR I & II and clinical courses) are scheduled for 50 minutes per credit hour multiplied by 14. Instructors assign at least 135 minutes per credit hour per week, multiplied by 14, of out-of-class work for students to complete over the course of the term. The combined time per credit hour equals at least 42.5 hours of instructional time and student work over the course of the term.

4. Credit for Clinical Courses may be awarded for 50 minutes of classroom or direct faculty instructional time or for 60 minutes of \ out-of-class student work preparing for and performing clinic work, preparing for class, and completing class assignments or other academic work related to the course assigned by the supervising faculty member. Clinical faculty members can determine the overall number of hours of each type of work required for each unit of credit for their clinical courses but they must include a classroom component as per ABA Standard 304. At a minimum, students must complete a total of 42.5 hours for one unit of credit, 85 hours for two units of credit, and 127.5 hours for three units of credit.

- a. Students enrolled in clinical courses must complete required hours and submit time keeping records in accordance with clinic practices. Credit may be withheld for any student who fails to comply.

5. Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards. Distance learning courses for which the Fowler School of Law students receive credit, whether offered in synchronous or asynchronous format, or a combination, shall require at least 42.5 hours of instructional time and student work per unit of credit per week over a fifteen-week period.

6. Students may receive credit for approved externship placements. To satisfy Standard 310, students must complete at least 42.5 hours of fieldwork for each credit. Students must complete and submit daily time-reporting logs, regular progress reports, and final reports to the field supervisor and Director of Externships, in accordance with established externship policies. Credit may be withheld for any student who fails to comply.

7. Students may receive credit for approved competitions. At a minimum, students must complete 85 hours for two units of credit or 127.5 hours for three units of credit. Credit is granted for engaging in practice sessions, preparation alone and with teammates, research, preparing briefs and other material for the competition, and participating in actual competition(s).

- a. All participants in competitions who seek credit must register for credit through the Competitions course.
- b. Students seeking such credit shall submit detailed timesheets to the designated supervising faculty member. Credit may be withheld for any student who fails to comply.

8. Students may receive credit for serving on approved journals per the Student Handbook. Students shall submit detailed timesheets to the journal's Faculty Advisor every two weeks. For each unit of credit, students must complete a minimum of 42.5 hours of journal-related work. Credit

may be withheld for any student who fails to comply.

9. Students may receive credit for Directed Research for up to three credits. For each unit of credit, students must complete a minimum of 42.5 hours of research and writing work. Students shall submit detailed timesheets to their supervising faculty member every two weeks. Credit may be withheld for any student who fails to comply.

### **PART III: Procedures for Determination of Hours of Out-of-Class Student Work**

1. For classes that require attendance in regularly scheduled classroom sessions or direct faculty instruction, course instructors shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. That outside work may include, but is not limited to: reading assignments, case briefing, written assignments, solving problem sets, participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies, research assignments, posting to an online discussion board, court or other observations, conferences with the instructor, and other work that assists in comprehension of course content such as outlining and studying for quizzes, midterms and final examinations.

a. Academic literature indicates that a skilled adult reads an average of 5-40 casebook pages per hour, depending on the density of the text, the difficulty of the material (number of new concepts), and the competency expected (to skim, understand or engage).<sup>1</sup> These reading time estimates do not include additional work expected of the student, including but not limited to rereading material for comprehension, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, and participation in study groups and review sessions. All expected out-of-classroom work should be considered when measuring the amount of time necessary per credit hour.

b. Readings and other assignments shall be indicated on the course syllabus.

2. Initial Review Process: All faculty members are required to fill out the ABA Standard 310 Compliance form for each course and to append it to their syllabi for submission to the Associate Dean of Academic Affairs in the 2017-2018 academic year. Courses not offered in the 2017-2018 academic year will undergo initial review the next time they are offered.

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<sup>1</sup> See, e.g., Rice Center for Teaching Excellence, *How Much Should We Assign? Estimating Out of Class Workload*, available at <http://cte.rice.edu/blogarchive/2016/07/11/workload>. See also the Course Load Estimator tool, available at <http://cte.rice.edu/workload>.

3. Periodic Review Process: After the initial review process, all course instructors shall submit their course syllabi consistent with university policy. In so doing, a course instructor certifies that outside work for the course meets the requirements of Standard 310(b)(1).

a. The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).

#### **PART IV: New Course Approval Process**

All new courses will utilize the New Course Proposal Application form. This form requires proponents to justify the amount of credit requested, including a description of both classroom hours and the estimated out-of-classroom work. The curriculum committee must assess this information when determining how many credit hours should be granted for the course or other academic activity.

#### **APPENDIX**

##### **Credit Hour Time Requirements**

<b>Number of Credits</b>	<b>Classroom or Direct Faculty Instruction (including time spent taking examinations)</b>	<b>Out-of-Class Hours (50 minute hours)</b>
1	12.5	30
2	25	60
3	37.5	90
4	50	120

\*Not all courses are required to have this amount of “seat time,” but all courses must meet the overall total hours required for credit granted.